

JOB DETAILS

Position Title: Finance and Operations Manager

Location: Hanoi, Vietnam

Duration: January 1, 2025 – September 30, 2025

ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences. We bring together the world's leading experts in nearly every area of health. We are home to five Nobel laureates who have advanced the understanding of cancer, neurodegenerative diseases, aging and stem cells.

About GSI: The Center for Global Strategic Information and Public Health Practice (GSI) believes that the road to achieving the UNAIDS 95-95-95 targets – by the year 2030, 95 percent of all people living with HIV will know their HIV status, 95 percent of all people with diagnosed HIV will receive antiretroviral therapy, and 95 percent of all people receiving antiretroviral therapy will have viral suppression – begins by translating the right knowledge into the right decisions. Since 2000, we have furthered data-driven science in the countries where we work. We help strengthen the capacity of stakeholders to collect, synthesize and use strategic information to inform, guide and monitor evidence-based responses to the HIV epidemic. Our support helps countries control their HIV epidemics to reach the 95-95-95 targets by 2030.

About IGHS: UCSF's Institute for Global Health Sciences (IGHS) is dedicated to improving health and reducing the burden of disease in the world's most vulnerable populations. It integrates UCSF expertise in all of the health, social, and biological sciences, and focuses that expertise on pressing issues in global health. IGHS works globally to achieve these aims. IGHS seeks to improve health worldwide, especially in developing countries, through research that informs policy.

IGHS is committed to ensuring a diverse, equitable and inclusive work environment as we work towards becoming an anti-racist organization. We strongly encourage applicants from diverse backgrounds. Please see our statement on anti-racism here: <https://globalhealthsciences.ucsf.edu/about-us/diversity-equity-and-inclusion/statement-structural-racism>

This position will be hired through a third-party employment organization.

PROJECT SUMMARY (FOR PROGRAM STAFF)

At UCSF, the **A**lliance for **C**ountry-led **C**ontrol of the HIV **E**pidemic by **L**everaging **E**fficient **R**esource **A**llocation **T**o achieve **E**quity (ACCELERATE) project is housed in GSI and within the larger IGHS. ACCELERATE in Vietnam aims to leverage a global network of HIV expertise and peer learning that supports the translation of HIV science in Vietnam through innovations, policy, and leadership; enhances systems and capacity for high quality equitable care; and provides stop-gap support for new medicines, best practices, and technologies, with the goal of catalyzing excellence in Vietnam's HIV program through visionary, supportive, and proactive collaboration. This project will promote person-centered HIV services through targeted technical assistance (TA) and building local capacity within the Ministry of Health (MOH) at the national and policy level and its provincial and site affiliates for adoption and implementation. The scale-up of HIV biomedical innovations and technologies and community-facility linkages and engagement will be critical to advancing health equity and person-centered care.

SUMMARY OF ROLE

The Finance and Operations Manager's primary responsibility is to competently represent UCSF and manage and respond to financial and operational tasks under the supervision of the Program and Grant Managers at UCSF. The Finance and Operations Manager will prepare monthly and quarterly reports on project expenses; prepare and coordinate the submission of financial reports to UCSF HQ, CDC, and Government of Vietnam (GVN); prepare the advance of funds for domestic and international travel; arrange transportation and accommodation for staff travel; maintain the UCSF equipment and material inventory file; manage multiple administrative requests; and respond to any other requests as needed. This position should assist the Program Director with regulatory and project approval as needed. This position will also support human resource needs including working closely with the UCSF Program Manager to coordinate the recruitment, onboarding, retention, evaluation, and offboarding of all project personnel. Finally, this position will provide logistics and administrative on-the-ground support for the preparation and implementation of this project, such as support for trainings, site visits, and dissemination of findings.

POSITION RESPONSIBILITIES

Financial:

- Manage the in-country accounting system
- Oversee all payable accounts and cash management
- Establish sufficient internal controls to safeguard UCSF's assets
- Preparation, management, and reconciliations of cash and travel advances for local staff and implementing partners
- Reconcile bank statements and advances
- Payment of invoices for contracts with suppliers, consultancy agreements, etc.
- Compliance with audits in accordance with the principles and guidelines of UCSF and CDC and other donors, when applicable
- Prepare and monitor regular program budgets
- Prepare financial reports for GVN, CDC and UCSF headquarters
- Collaborate with UCSF headquarters to prepare short- and long-term budgets, budget projections, and project budgets
- Serve as the financial liaison with Donor representative with support from UCSF Grant Manager

Operational:

- Manage day-to-day operations of the UCSF office, such as equipment operation and maintenance
- Manage rental contracts and liaise with UCSF Legal

- Establish and manage vendor contract(s) with translation service company for concept notes, standard operating procedures (SOPs), job aids, training/workshop presentations, and other programmatic materials as needed
- Oversee the logistics of trainings, workshops, and meetings including ensuring supplies, conference venue packages, transportation, and/or travel reimbursement as needed
- Other tasks when indicated

Human Resources:

- Work with UCSF Program Manager to assess human resources needs and develop recruitment plans and human resources budgets
- Coordinate the recruitment and management process of all staff
- Coordinate and conduct interviews with incoming and outgoing staff
- Ensure consistent and uniform implementation of UCSF human resources management policies and procedures
- Ensure that human resources policies and procedures are in accordance with GVN labor law and internal policies
- Collaborate with UCSF headquarters to define performance review procedures and ensure that all personnel and management understand the performance review process
- Coordinate the annual performance review process for all staff and management
- Prepare periodic reports on human resources activities and results as needed

REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's Degree or equivalent in Accounting, Public Administration, Human Resources Management, or related degree; Master's degree in relevant field desired, or equivalent combination of education and experience
- Minimum of 5 years of work experience in finances and operations
- Minimum 5 years of experience obtaining regulatory approvals with GVN and navigating operational/logistical procedures at the national, provincial, and district levels in Vietnam
- Minimum 3 years of experience managing projects funded by CDC and other international donors
- Excellent working knowledge of current Vietnamese financial, operational, and labor laws
- Advanced knowledge of QuickBooks Pro or other compatible accounting software
- Proven knowledge of budget management, accounting, and cash control processes required
- Knowledge and efficiency in Microsoft Excel and Word and e-mail
- Ability to communicate financial and accounting information to UCSF headquarters, GVN, and donors when needed
- Strong organizational and time management skills
- Ability to work as part of an international, cross-cultural team with all levels of staff and management
- Ability to work effectively in a short time and politically and legally complex environment where priorities can change frequently
- Capacity to be honest, to show respect toward and earn the respect of others, to adhere to broad ethical rules and guidelines, and to be trustworthy, responsible, and reliable
- Willingness and ability to travel domestically
- Ability to work independently with minimal supervision
- Strong communication skills in English and Vietnamese

ADDITIONAL PREFERRED SKILLS AND QUALIFICATIONS

- N/A

WORK LOCATION

- This position is primarily office-based
- Hybrid work arrangements may be negotiable

TRAVEL REQUIREMENTS

- This position will be based at the UCSF Office in Hanoi, Vietnam
- This position may be required to travel approximately 10% of time domestically
- This position may require attending in-person meetings as requested by GVN, donors, and other stakeholders

HOW TO APPLY

- Email Cover Letter and Resume (CV) to Alex Ernst: alexandra.ernst@ucsf.edu