

JOB DETAILS

Position Title: HIV Program Director

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 HIV Program Director will represent UCSF in Vietnam. The HIV Program Director will manage, direct, and oversee day-to-day programmatic and operational activities of the program in Vietnam, working closely with the UCSF Program Manager. The HIV Program Director's main overall strategic leadership responsibility will be to achieve the program's goals, objectives, and activities focused on the following areas: 1) health systems strengthening including community engagement (HSS); 2) care and treatment; 3) prevention; 4) strategic information; and 5) laboratory procurement. The HIV Program Director will work closely with the UCSF to ensure compliance with Vietnamese laws and regulations, interface with the Government of Vietnam (GVN), and liaise with national and provincial-level regulatory authorities for project approval.

POSITION RESPONSIBILITIES

Management and Leadership:

- Overall oversight of all programmatic, fiduciary, and operational functions of UCSF's activities in Vietnam to maintain financial and legal integrity
- Represent UCSF in Vietnam with the GVN, donors and partner organizations, including staff for the CDC Global HIV and TB Division
- Establish and foster partnerships with the GVN and community partners to promote collaboration on technical needs of project
- Provide daily supervisory oversight to in-country direct reports: Clinical Advisor, Finance and Operations Manager, and Community Engagement Advisor
- Work closely with UCSF management, donors, and partners to ensure appropriate levels of funding and resources to implement programs and funding for research
- Responsible for managing and retaining staff
- Conduct annual performance evaluations
- In coordination with UCSF headquarters team members, develop strategic plans

Technical:

- Oversee and coordinate the program portfolio to ensure the highest level of program quality and accountability, while promoting sustainability through local capacity development
- Develop and mentor in-country staff's technical skills that respond to locally-identified needs
- Be responsible for monitoring and evaluating the program and coordinate program reviews, program evaluations, and monitor implementation of evaluation results

- Identify and lead staff professional development initiatives at individual and group levels

Communications:

- Preparing written and verbal reports
- Maintain regular communication with UCSF and other affiliated organizations
- Serve as the primary liaison with Donor representative(s)
- Be accountable for providing quality financial and progress reports as required by donors
- Coordinate Donor visits, meetings and program reviews
- Develop and maintain strong relationships with Directors of other international NGOs

Administrative:

- Actively administer, implement, and monitor compliance with UCSF, U.S. government (USG), and donor policies and procedures
- Working with UCSF staff/faculty, develop and monitor program budgets, workplans, and scopes of work
- Ensure the creation of effective grant management systems and ensure compliance
- Ensure the existence of adequate internal control mechanisms in accordance with established procedures, including auditing
- Responsible for GVN national, provincial, and local and donor compliance
- Respond to invitations to submit proposals and coordinate the preparation and submission of proposals in accordance with UCSF objectives
- Develop and maintain appropriate contingency plans for all types of emergencies

REQUIRED SKILLS AND QUALIFICATIONS

Please list out the educational qualifications, professional experience, and technical skill required to complete the work for this position.

- Terminal degree such as MD or PhD in medicine, public health, or related field, or equivalent combination of education and experience
- 10 years of experience in managing complex public health programs at an international NGO working with international GVN and donor stakeholders
- Demonstrated leadership skills, including the ability to motivate staff and create strong teams
- Diplomacy and tact
- Personal integrity, confidentiality and transparency with the UCSF headquarters
- Excellent conceptual, analytical, documentation and presentation skills
- Excellent verbal and written communication skills, including report writing and communicating with high-level stakeholders, UCSF headquarters, partners, and donors
- Strong financial and personnel management skills
- Ability to work effectively in a short time and politically and legally complex environment where priorities can change frequently
- Ability to manage multidisciplinary, multicultural, and multilingual teams
- 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
- Proficient in the use of computers and software, including Microsoft Office Suite, email, and electronic HR systems
- Willingness and ability to travel domestically and internationally
- Ability to work independently with minimal supervision
- Strong communication skills in English and Vietnamese

ADDITIONAL PREFERRED SKILLS AND QUALIFICATIONS

- N/A

WORK LOCATION (Define if position required in office, if telework is allowed, if hybrid work arrangements are allowed)

- 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 20% 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