

## Position Description

**Job title:** EDPV Team Leader –  
Communications and Stakeholder Relations

**Effective date:** 1<sup>st</sup> October 2014

**Reports to:** EDPV Project Coordinator

**Location:** EDPV project office in Nha Trang

### 1. Organisational Context

The Eliminate Dengue Program is a large multi-institution research program led by Professor Scott O'Neill, Dean of the Faculty of Science and the School of Biological Sciences at Monash University. It is developing a new approach to control mosquito-borne diseases such as dengue ([www.eliminatedengue.com/vietnam](http://www.eliminatedengue.com/vietnam)). The work is funded by The Foundation for the National Institutes of Health through Grand Challenges in Global Health Initiative of the Bill & Melinda Gates Foundation, and the Wellcome Trust. In Vietnam the National Institute for Hygiene and Epidemiology is implementing the project, with support from the Institute Pasteur Nha Trang, Khanh Hoa Department of Health, Monash University, AFAP and the Oxford University Clinical Research Unit.

The approach adopted by our research program is highly novel, using a naturally occurring bacterium, *Wolbachia pipientis*, to block transmission of dengue viruses by the primary mosquito vector *Aedes aegypti*. The Eliminate Dengue approach is a form of biological control that we hope will reduce our reliance on insecticide use. The method should be particularly effective at dengue control in large urban areas of the developing world where conventional dengue control with insecticide is expensive.

The Eliminate Dengue Project Vietnam (EDPV) is beginning the preparation phase for a large scale *Wolbachia* release in Nha Trang city. This trial would be part of a world first study into the efficacy of the *Wolbachia* method in reducing dengue risk in countries where it is endemic.

### 2. JOB PURPOSE SUMMARY

The EDPV Team Leader – Communications and Stakeholder Engagement will be responsible for the planning and implementation of all communications and stakeholder engagement activities on a large scale *Wolbachia* release in Nha Trang city. The Team Leader - Communications and Stakeholder Engagement will utilise highly developed planning, project management and communications skills to provide the project with strategic insight, practical plans and advice to deliver activities within their Group, and to proactively identify and mitigate risks.

To succeed in this role, the individual will foster strong relationships with each Group Team Leader, their individual project teams and the Project Coordinator. A high level of communication and interpersonal skills will underpin this regular open dialogue, so that all project team members and partners are acutely aware of project progress, and how best to support the different Groups.

The successful candidate will have experience in communications, mass media, social sciences, anthropology, project planning and implementation and experience in field based programs. To

achieve this, a combination of previous experience and rapid on-the-job learning will be required.

### 3. AUTHORITY

Reporting line: The position reports to the EDPV Project Coordinator and works with a high degree of autonomy.

Supervisory responsibilities: The Team Leader – Communications and Stakeholder Engagement will be responsible for the Communications and Stakeholder Engagement Group EDPV staff based in Nha Trang. Direct line reports include 5 Field Officers and 2 Communications Officers.

Financial delegation and/or budget responsibilities: This position has no budget responsibilities.

### 4. MAIN AREAS OF RESPONSIBILITY

#### Key responsibilities / accountabilities

1. Provide specialist advice and strategic direction to the EDPV regarding implementation of project activities, problem solving local issues, and liaising with project collaborators;
2. Supervise and provide technical assistance to the Communications and Stakeholder Engagement Group and other Team Leaders and project staff as required;
3. Review and prepare communications materials, engage with mass media and evaluate their effectiveness
4. Prepare workplans, review stakeholder and community engagement data, and prepare and progress reports;
5. Analyze requirements and establish standards of service, field activity workflows, procedures, technologies and practicalities which ensure the timely delivery of objectives and regulatory compliance;
6. Ensure there is regular open communication to work through and support the resolution of issues as they arise, managing and mitigating risks to ensure the success of the EDPV;
7. Identify and suggest opportunities for implementation improvement, and where relevant provide guidance in implementing new procedures, protocols, or methods;
8. Responsible for group reporting and tracking of key indicators for evaluation of activity implementation, data quality and objective achievement;
9. Represent the EDPV at regulatory and donor meetings, as well as professional meetings as required

### 6. QUALIFICATIONS REQUIRED

#### Education/Qualifications

1. Relevant postgraduate qualifications – such as social science, anthropology, or public health, or extensive and highly relevant previous experience

#### Technical knowledge/skills

##### *Essential*

2. Ability to design and produce targeted and high quality communications materials and media packages;

3. Ability to design and implement an appropriate, inclusive and acceptable community engagement strategy and model;
4. Demonstrated ability to cultivate and sustain trusted valuable relationships, ideally across a range of communities, institutions and throughout the media;
5. Demonstrated high level interpersonal and communication skills including the ability to influence, negotiate, and provide advice with a wide range of individuals and agencies, especially those outside the EDPV in order to achieve specific objectives;
6. Proven ability to act independently, take initiative within established management guidelines, and have the ability to be self-organizing, work under pressure and meet deadlines

***Desirable***

7. Proven experience operating within large and complex projects, particularly in an environment where continuous change is an expected norm;
8. Ability to implement new systems and procedures that will contribute to increased operational efficiency;
9. Demonstrated ability to be a collaborative and supportive team member, who can be insightful, proactively helpful and bring value beyond the immediate needs of the day-to-day role;

**Languages**

Fluent oral, written, reading and listening skills in Vietnamese and English

**Location and Travel**

The position is based in Nha Trang with regular travel to Hanoi and internationally

**Remuneration**

A competitive salary package will be offered to the preferred candidate. A relocation allowance will be available for candidates that do not reside in Nha Trang