Position: Country Coordinator/Bloomberg D4H/Data Impact Program

Location: Division of Epidemiology, Ministry of Public Health Thailand, Tiwanond Road, Nonthaburi Province

Salary: Baht 40,000-50,000/month (base on working experience)

Contract: 1 year contract

Probation period: 3 months

Position Overview:

The objective of the Bloomberg Data for Health (D4H) initiative is to help Ministries of Health (MOHs) build their countries’ capacity and develop sustainable approaches in strengthening the collection and use of critical public health information. The data impact program within D4H aims to ensure policy makers use data to make informed health-related decisions.

The country coordinator will play a key role in helping operationalize the D4H/Data Impact program in Thailand. The selected country coordinator will work within Thailand to provide overall assistance and provide logistical support for three program activities ensuring public health tasks, ranking from public health policy training to program support for a public health bulletin are completed and information is adequately disseminated.

Job functions/responsibilities include, but are not limited to:

- Represents D4H/Data Impact program at multi-sectoral meetings, forums, etc.
- Provides assistance for all general administration matters (i.e., travel, meeting requests, ordering office supplies, booking conference rooms, travel arrangements)
- Coordinates activities to ensure successful implementation of D4H/Data Impact program activities within Thailand
- Provide weekly updates (TBD email or phone) to Ministry of Health and Data Impact team on progress, challenges, priorities and recommendations
- Prepares agendas and arranges in-person meetings, teleconferences, and/or video-conferences for management and other meetings
- Accountable for tracking and reporting on budget received by the country to deliver on Thailand’s programmatic plan and comply with Bloomberg Initiative and CDC Foundation regulations
- Coordinates reporting system so that resources are correctly used with guidance from CDC and CDC Foundation
• Assists with the production and dissemination of WESR
• Other job-related duties as assigned.

Qualifications, experience, and skills required:

• Male/female, Thai nationality
• Age ≤ 40 year old
• Bachelor of Arts Program in English or BBA in business administration or relevant field
• Based in Thailand and have extensive knowledge of country
• Able to work under minimum supervision
• Demonstrated ability to communicate effectively, has good interpersonal skills and works effectively with all stakeholders in English and Thai
• Demonstrated ability to meet deadlines, whilst working on tight schedules
• Demonstrated ability to engage a variety of non-government and multi-lateral organizations, government officials, and parasternal organizations to find areas of engagement in developing Field Epidemiology Program (FETP) component activities
• Proficient in MS office and other coordination and organization applications
• TOEFL iBT 89, TOEFL PBT 573, TOEFL CBT 231, IELTS 6.5, TOEIC 750
• Work effectively in multidisciplinary work environment.

How to apply:

Please send the application form with the following documents;
• Application Form with photo
• Education certificates with transcript.

Download application from at or visit http://www.interfetpthailand.net/index.php

Contact:

Ms. Vanlaya Srethapranai E-mail: vanlaya_kaew@yahoo.com

******************************