



Project manager, PACE-UP Global Health Center, Hanoi (Vietnam)

The global health center the PAN ASEAN Coalition for Epidemic and Outbreak Preparedness (www.paceup.org) is seeking for a

Project Manager

for an unlimited period in full-time in Hanoi, Vietnam with an early start date.

PACE-UP is a Center for Global Health and pandemic prevention in Asia led by a multidisciplinary consortium of North-South and South-South collaborations. Our consortium leverages on equitable Asia-Europe-Africa partnerships to build and strengthen regional and ASEAN-wide capacity and systems to respond rapidly and effectively to emerging and re-emerging infectious diseases in the region. PACE-UP is located at the Vietnamese-German Center for Medical Research ([VG-CARE; www.vgcare.org](http://www.vgcare.org)) in Hanoi and receives funding from German Academic Exchange Service (DAAD) through the Federal foreign office Germany (AA).

Your tasks:

Your responsibilities reach into the activities of both centers, PACE-UP and VG-CARE, and include in particular:

- You will contribute to the strategic development of the Center and its activities in close cooperation with the VG-CARE and PACE-UP leadership team in Vietnam and Germany.
- You ensure a high-level communication with the stakeholders and policy makers in the region to inform them about PACE-UP/VG-CARE activities on a regular basis.
- You are co-responsible for the maintaining and expansion of the scientific network in the ASEAN region.
- You contribute and take responsibility for comprehensive planning and organization of distinct and scientific events with high-level participants / guests (e.g., international scientific workshops, seminars, network meetings, etc.).
- You proactively participate in the national and international events in the region to promote visibility of PACE-UP/VG-CARE.
- You design marketing activities, coordinate print materials, and create engaging content for our social media presence.
- You manage day-to-day operations and supports our staff, junior scientists and students in various administrative aspects with international relevance.

Your qualification and skills:

- Completed university studies with a master's degree in either business administration or in science or a comparable qualification.
- Professional previous experience working as a project manager or an equivalent position.
- Good knowledge of public relations and digital media.



- Confident appearance and pleasure in addressing network partners as well as working with different interest groups.
- Reliability, the ability to work openly and communicate effectively as a team.
- Excellent conceptual and organizational skills.
- Very good English, German language and other languages is an added value.

Your benefits:

- Appreciative and friendly working environment in a motivated international team at the interface between research, science and health care.
- A very diverse and challenging field of activities.
- A salary of 1.500,00 Euros net (no deduction of tax and social insurance) monthly paid in Vietnamese Dong.
- 30 days of vacation as well as days off on public holidays.
- Compatible with career and family through flexible working hours.

Are you interested in joining our team?

Kindly send your CV and a brief cover letter (as one PDF file) to:

Dr. Alexa Purgreth
alexa.purgreth@klinikum.uni-tuebingen.de or

Mrs. Olga Hase-Bergen
bergen@vgcare.org