



Call for Expressions of Interest and Proposal

VN#022 - Job Title: Technical Support Staff under Special Service Agreement (SSA) to provide technical assistance (TA) to supports administrative activities related to developing the Law on Disease Prevention (LDP).

1. Background:

Over the past 15 years, the implementation of the Law on Prevention and Control of Infectious Diseases has revealed both achievements and shortcomings. These shortcomings include policy related obstacles and outdated provisions that no longer align with practical needs, requiring revision and supplementation. To address these issues and align with the directives of the Central Party, National Assembly, Government, and Prime Minister, a new law, the LDP is under development. This law aims to fill legal gaps, enhance preventive measures, and improve healthcare, especially the inclusion of provisions on ensuring financial resources for preventive health. To date, the Vietnam Administration of Disease Prevention (VADP) as the focal point department under the MOH leadership, with support from WHO in previous law development steps, has received the approval from the Deputy Prime Minister to include the draft Disease Prevention Law in the National Assembly agenda for 2025 (cf. Resolution 97/NQ-CP). The intended plan is to present the draft law at the National Assembly meeting in August 2025 and to pass the draft law in October 2025.

The objective of this support position is to provide operational support for VADP during development of the new LDP for a final submission, as described below.

To support VADP's urgent request to cover the above emerging tasks in the current context, the WHO Viet Nam country office is providing operational and technical support to VADP during the development of the LDP.

Terms of reference

Under the overall supervision of the Health Security Team Coordinator of the WHO Viet Nam Country Office (WCO) and, in coordination with the assigned focal point at VADP, related government units and other key partners, the SSA is expected to undertake the tasks as described below:

- Support the review, update, and compilation of relevant domestic and international legal documents related to developing the LDP, preventive health policies, and general public health policies concerning disease prevention and control.
- Assist in consulting for developing the LDP, including organizing specialized meetings, preparing meeting documents, and reporting on progress.
- Complete administrative procedures regarding regulations related to developing the LDP in Viet Nam and ensure compliance with all government regulations.

- Perform administrative tasks, reporting, and other duties assigned by the VADP.
- Carry out other tasks as required by superiors.

Method(s) to carry out the activity

- Participation in and support for meetings and workshops, including drafting meeting materials, presentations, and post-event reports;
- Preparation and submission of reports, summaries, and legal documentation related to the development of the LDP;
- Weekly progress updates to WHO and continuous communication with key counterparts to ensure timely delivery of tasks;
- Compliance with relevant government procedures and legal drafting protocols to ensure all documentation meets official standards for submission to the National Assembly.

Expected outcome(s)

- Support provided to VADP during development for completion of draft LDP to submit MOH Leaders and related departments for endorsement at the end of July 2025
- Support provided to VADP for revision of draft LDP after receiving inputs from MOH Leaders and related Department for having a final draft LDP for submission to the Office of Government and finally for submission to NA for review at the end of September 2025
- Support provided to VADP during revision/finalization and dissemination of the LDP at the end of December 2025.

2. Planned timeline:

6 months, 1 August 2025 – 31 January 2026 (the start date is subject to the fulfilment of the administrative procedure)

3. Specific requirements

Qualifications required:

Essential: Bachelor's degree in Public Health or related field from an accredited/recognized institute

Desirable: Preference will be given to candidates who have participated in developing legal documents. Previous or current work experience with the MoH is an advantage.

Experience required:

Essential: At least 3 years of relevant full-time work experience, with at least 2 years of experience in preventive medicine or government public health.



Desirable: Preference will be given to candidates who have participated in developing legal documents. Previous or current work experience with the MoH is an advantage.

Skills/Technical skills and knowledge:

- Proven ability to synthesize complex legal and policy information into clear, actionable documentation.
- Skilled in organizing and facilitating technical meetings, consultations, and multi-stakeholder processes.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and document management systems relevant to legal and policy work.

Language requirements:

Essential: Fluency in written and spoken Vietnamese

Desirable: Proficiency in English, particularly in technical and legal terminology related to health, legislation, and public administration.

Competencies

- Demonstrates a deep understanding of legal drafting, legislative procedures, and public health frameworks.
- Effectively conveys complex information in a clear, concise manner to diverse stakeholders; strong writing and presentation skills.
- Works effectively in multi-agency teams and across sectors; collaborates respectfully and constructively.
- Strong time management and organizational skills; delivers quality outputs under tight deadlines. Responds effectively to shifting priorities, policy directions, and government requests.

4. Place of assignment

Off-site: Hanoi

The SSA holder will be based at the VADP Office, Ha Noi, Viet Nam

5. Medical clearance

The selected SSA holder will be expected to provide a medical certificate of fitness for work.

6. Travel

Travel may be required.

7. Budget



Monthly rate follows UN-EU cost norm equivalent to the required education qualification and experience. Travel costs excluded.

No	Description	Maximum monthly rate (USD)
1	Technical specialist Step 2: 6 to 10 years of relevant full time working experience	1,167
2	Technical specialist Step 1: 2 to 5 years of relevant full time working experience	1,058

Payment currency: VND

Please take note of the following when submitting application:

- The contractor will be responsible for paying taxes, if any.

Those who are interested can contact our focal person before/by **11 July 2025**

Administrative Officer
World Health Organization
wpvnmapplicants@who.int

Subject: Application for VN#022 Technical Support Staff under Special Service Agreement (SSA) to provide technical assistance (TA) to supports administrative activities related to developing the Law on Disease Prevention (LDP).