

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international, non-governmental organization that works with the Vietnam Ministry of Health, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. In Vietnam, FHI 360 is currently building the capacity of local organizations in HIV prevention, care & treatment, drug treatment policy, and drug treatment practice; dengue control; behavioral and epidemiologic research methods training; clinical research in new vaccines and drugs; and laboratory strengthening.

We are currently seeking for qualified Vietnamese national for the position of **Receptionist cum Admin Assistant**, based in Hochiminh City, Vietnam.

Position Summary: The incumbent is responsible for providing reception services and administrative assistance to ensure the smooth operation support to the management and implementation of FHI 360/ Vietnam program activities in Hochiminh City Office under the guidance and supervision of the Associate Director, Operations.

Main responsibilities and duties:

- Manage the front desk, phone/fax operation of FHI 360/ Vietnam HCMC office
- Assist Operations team in managing the logistic, administration and accounting work of Ho Chi Minh City office
- Liaison with IT on all IT problems relating to printer, email, server; maintaining google TA calendars and conference room schedule
- Take care of office meeting equipment and ensure the accuracy of the equipment log book maintaining.
- Distribute all in-coming and out-going mails, keep logbook
- Order and prepare purchase requests for office supplies and review monthly related bills
- Translate relevant documents and interpret orally from English to Vietnamese and vice versa when requested.
- Assist and coordinate in logistic arrangements, including hotel and travel arrangements and support travel expense and POC reimbursement for staff
- Assist programming staff in logistics and preparation of training materials for technical training;
- Communicate with the FHI 360/ Vietnam staff about the situation in Ho Chi Minh City at all times.
- Organizing special events or special guest visits
- Perform other duties as requested by the FHI 360/Viet Nam Country Director, AD, Operations, and HCMC Office Manager.

The successful candidate will have the following qualifications and abilities:

- University degree and at least 2 year experience working with a health or development project.
- Familiarity with public health programs and with Provincial affairs will be an asset.
- Basic accounting knowledge and practice are desirable.
- Good time management and organizational skills, including resourcefulness and the ability to manage multiple activities simultaneously and efficiently
- Work well in team and under minimal supervision
- Ability to communicate in spoken and written English
- Computer literate with strong skills in use of MS office package (Word, Excel, and PowerPoint...)

FHI offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application in English by **Oct 14, 2012** to:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: recruitment@fhi.org.vn