

VACANCY ANNOUNCEMENT

Job Title:

Public health officer of FIND in Viet Nam

Term of contract: 1 year, renewable

Overall summary of the job:

Promote conversation with stakeholders to identify the areas that FIND can support Viet Nam; strengthen and expand collaboration with partners, and Liaise with FIND global teams to identify funding opportunities; prepare applications for fundraising; and provide closely coordination to ensure quality and smooth implementation of FIND projects in Vietnam.

Responsibilities: (list in order of importance and/or time spent)

- Liaise with FIND global teams to understand FIND work and FIND global technical capacities; and present Viet Nam country needs for support and together with global teams identify areas that FIND can support Viet Nam or countries in the region.
- Extend network, strengthen collaboration with existing partners and develop collaboration with new partners.
- Seek funding opportunities and prepare applications for fundraising.
- Provide closely coordination of FIND's programs/projects to ensure quality and smooth implementation.
- Take part in the implementation of FIND's programs/projects.
- Participate in stakeholder meetings to identify areas that FIND can support and together with FIND teams identify funding opportunities
- Organization and coordination of FIND workshops, meetings and seminars
- Support other FIND work as required

Reporting line: The position will report to FIND Vietnam Director

Knowledge and skill requirements:

- At least 5-year experience of project development and implementation in any medical/health field. Working experience with INGOs/NGOs, medical/health programmes is an advantage.
- Clinical trial experience in an added advantage.
- Good experience of working with MOH and government bodies.
- MPH or equivalent experience strongly desirable.
- Outstanding organizational and planning skills with good sense of priorities.

- Good presentation skills.
- Effective communication and interpersonal skills, strong team spirit, work well in teams of multi-cultural backgrounds.
- Ability to pay close attention to details and dedicated to the job.
- Strong team spirit, dedicated to the job, strategic thinking.
- Excel in Microsoft office.
- Fluent in verbal and written English