

# EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that, in Vietnam, promotes the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. It works with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services to achieve project aims. FHI 360 is currently implementing programs to address HIV prevention, testing, and treatment, TB case finding and treatment, clinical research, anti-microbial resistance, health system strengthening, maternal and child health and nutrition, diagnostics and laboratory services.

We are currently seeking a qualified and highly motivated Vietnamese national candidate to serve as **Communications and Knowledge Management (CKM) Officer** to support the FHI 360 TB and HIV portfolio of projects in the region, including the USAID Support to End TB project and the Meeting Targets and Maintaining Epidemic Control (EpiC) project, **based in Hanoi**.

## **Position description and responsibilities**

The CKM Officer will serve as the cross-cutting technical staff supporting the FHI 360 Vietnam country programs to capture project learnings and implement a cohesive communications plan in accordance with the donor's regulations. Key duties of this position may include, but not limited to the followings:

### **Content Development, Editing, and Translating**

- Develop and implement project communications and knowledge management plans
- Define technical requirements and formulate scopes of work for the development of creative assets to support all project activities including professional photos, video, IEC materials, etc.
- Coordinate with technical staff and leadership to identify success stories/ case studies which elucidate the project's value and impact on individual beneficiaries, and produce drafts
- Identify and develop blog and Facebook posts to share achievements to the general public and donors

### **Editing and Translating**

- Translate technical documents from English to Vietnamese and Vietnamese to English, to include major donor deliverables including quarterly progress reports, briefings (e.g. POART), scene setters, and ad hoc requests
- Edit and proof Vietnamese language products to ensure proper spelling, punctuation, and grammar

### **Branding, Marking, and Photo Policies**

- Ensure project compliance with USAID rules and requirements related to branding and marking
- Ensure that project sites and deliverables acknowledge the support of the American people
- Ensure project compliance with all FHI 360 and USAID photo consent policies

### **Technical Assistance**

- Support government counterparts in using social media networks (Facebook/Zalo/WhatsApp) and platforms (Zoom/Team/Google Meet) to provide technical assistance for TB

### **Knowledge Management**

- Ensure presentations and documents produced by technical units and partners are high quality and align with USAID requirements
- Maintain project SharePoint sites including organizing files and collaborating with teams to ensure required files are stored properly online
- Organize and supply project photo libraries to technical staff and leadership
- Submit project deliverables to the DEC sites in compliance with USAID regulations

### **Events**

- Support public events, technical training, field visits with engagement of media, partners, and the donor and Vietnamese Government

**Experience and abilities for the position:**

- Bachelor's degree in Public Health, Development, Business, Marketing, Communications, Journalism, Public Relations, English and/or other related fields. Master's degree preferred.
- At least three-years experience working in communications, knowledge management or SBC for international development projects in Vietnam, preferably health, HIV and TB projects;
- Work experience with US government-funded programs (especially USAID contracts) strongly preferred
- Outstanding interpersonal skills, with an ability to develop and maintain strong working relationships with staff and partners
- Superb attention to detail and commitment to quality
- Excellent written and oral communication skills in both English and Vietnamese languages
- Computer literate with strong skills in MS Office
- Ability to travel as necessary

**FHI 360 offers competitive compensation and excellent benefits.**

Interested candidates are invited to visit FHI 360's career page at <https://www.fhi360.org/careers> and apply the position ONLINE by **September 6, 2020**. Selection and interview will be performed constantly and interested candidates are encouraged to apply as soon as possible.

*Only shortlisted candidates will be contacted for interviews.*