

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 for the position of **Program Manager** for the Fleming Fund Project, based in **FHI 360 Hanoi office**.

Project Description:

The Vietnam Fleming Fund Country Grant - Tackling Antimicrobial Resistance in Vietnam (FF CGV) is addressing critical gaps in surveillance of antibiotic resistant bacteria in Vietnam. This grant supports the implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on a selected number of AMR human and animal surveillance sites. We will work closely with local entities that are already involved in AMR surveillance, AMR/Antimicrobial use (AMU) oversight and improvement activities, local and national Technical Working Groups and national and regional reference laboratories for human and animal health, participating AMR/AMU surveillance sites, and other government, national and international non-government stakeholders, as well as Mott MacDonald, The Fleming Fund Management Agent.

Position Description:

The Program Manager will support the management and coordination of activities for the FF CGV. The incumbent will utilize his/her technical, operational and project management competencies in public health program management and infectious diseases to provide technical assistance and support to the FF CGV team and sub-partners. S/he will collect, compile, and analyze information relevant to the project and provide administrative and project support, in addition to communication efforts related to program management and execution.

Key responsibilities:

- Support and assist the Senior Technical Advisor (STA) and Technical Leads to coordinate, plan for, monitor, and report on project implementation, progress and deliverables as per timeline, donor guidelines and the management agent requirements
- Support the STA to coordinate the interaction and activities with national leaders, the Fund Management Agent and other government and non-governmental stakeholders
- Support the STA in the oversight and overall implementation of the program activities in regard to planning, monitoring progress, activity budget estimation, reporting, administration and providing HQ project management with updates on a regular or ad-hoc basis.
- Support the STA in the development of periodic work plans, monitoring plans and project related documents and reports as per the national, regional and global standard and donor requirements for timely submission and approval
- Support the FF CGV team to set-up, implement, and report at technical meetings, technical working groups, and trainings planned under the project
- Provide technical assistance and support to ensure high-quality deliverables to clients
- Ensure compliance with internal and external regulations for duties performed.
- Document and share project accomplishments, challenges, and lessons learned among internal and external partners
- Ensure the project internal SharePoint site is maintained, organized, and up to date

Qualifications and requirements:

- Bachelor's degree or international equivalent in Health, Public Health, Knowledge/Information Services, Communications, Education, Environment, Health, Behavioral, Life/Social Sciences, International Development, Human Development or related field. Preference for candidates with advanced degree

- At least 5 years of experience in project management, preferred in human health or related area in NGOs and international development organization
- Professional and diplomatic interpersonal and communication skills. Ability to work well with government, national and international non-government stakeholders and staff
- Excellent leadership and coordination skills
- Excellent oral and written communication skills (English and Vietnamese)
- Proficiency in Microsoft Office package (Word, Excel, and PowerPoint...).

FHI 360 offers a 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 COB September 11, 2020.**

Only shortlisted candidates will be contacted for interviews.