

## 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 & practice, research and evaluation.

We are currently seeking a qualified, experienced, and highly motivated candidate for the position of **Technical Officer, Monitoring and Evaluation (M&E)** to work in our office in **Hochiminh City**:

### **Main responsibilities:**

- Assist the M&E Team to strengthen M&E system and perform M&E activities across technical units, FHI 360 supported programs and provide technical assistance on M&E to implementing partners where appropriate.
- Develop and review of the M&E plans for projects/activities supported by FHI 360
- Provide desk and on-site technical oversight to M&E activities
- Develop data collection tools and guidelines for collecting and managing routine project monitoring data.
- Collect, manage data and conduct data quality assessments
- Analyze program data to identify issues and priorities for program improvement
- Provide feedback to technical units and partners on data quality and program progress
- Conduct evaluation studies
- Prepare quarterly, semi-annual and annual reports

### **Experience and abilities for the position:**

- Master's degree with majors in Statistics or/and Epidemiology with at least 2 year working experience in M&E.
- Knowledge of M&E on HIV/AIDS project activities;
- Experience in epidemiologic and social science research, including questionnaire development, data collection, data analysis and presentation.
- Ability to work well with all project staff, implementing agencies, Vietnam Government counterparts, donor agencies and the media communities;
- Computer proficiency in word processing, databases and spreadsheets, with advanced skills in at least two of the following programs: GIS, SPSS, Epi Info, Stata, SAS, MS Excel and MS Access
- Well-developed written and oral communication skills in both Vietnamese and English;
- Sensitivity to cultural differences and understanding of the political and ethical issues surrounding HIV infection;
- Ability to travel as necessary.

**FHI 360 offers a competitive salary and excellent benefits.**

Please send detailed curriculum vitae with letter of application in English by **December 22, 2013** to:

**Human Resources Section, FHI 360 Vietnam**

**7<sup>th</sup> Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam**

**Email: [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org)**