

# 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.

We are currently seeking qualified, experienced, and highly motivated candidates for the positions of **Technical Coordinator and HTC Technical Officer** to work in our **Technical Assistance Coordination and Health Systems Strengthening (TAC&HSS)** team.

## 1) Technical Coordinator position (based in Hanoi)

### a) Main duties and responsibilities:

- Together with AD to provide management and guidance to TACHSS, implementing partners, and USAID counterparts.
- Participates in providing technical leadership, direction, and management of technical assistance (TA) network, TA home formulation and strengthening.
- Provides and/or oversees strategic direction, conducting, coordinating and facilitating of PULL and PUSH TA.
- Helps designing, coordinating, conducting and managing rapid assessments of HIV/AIDS and other health service systems.
- Provides technical mentoring support to TACHSS staff in coordinating training and contributes to curricula development regarding program needs to be covered or addressed.
- Works closely with other units to ensure strong linkages and effective processes are in place for integrated programming.
- Facilitates transition for management of SMART TA services to GVN at the provincial and local levels as feasible and in accordance with approved time tables.
- Builds partnerships with GVN agencies to improve policy environment for HSS including TA system.
- Works with implementing agencies/partners and provides support to TACHSS staff to develop MOU, sub-agreements and other contractual documents. Provide mentoring and coaching to staff to ensure that these agreements are completed, reviewed and approved in a correct, systematic and timely fashion.
- Collaborates and represents FHI 360 to the Ministry of Health (MOH), the Vietnam Authority of AIDS Control (VAAC), Provincial Health Services, provincial AIDS Centers, donors, USG partners and other stakeholders.
- Perform other relevant duties as assigned by the Country Director, the Deputy Country Director and AD.

### b) Qualifications and abilities:

- Doctor of Medicine, Public Health, or a related discipline with a minimum of 5 years experienced in HIV/AIDS programming.
- Intense understanding of the health system in Vietnam, the integration of donor-supported programs into national and provincial responses.
- Strong leadership and interpersonal skills. Demonstrated ability to build and maintain relationships with a wide array of organizations.
- Ability to manage projects, set realistic priorities, and plan for the successful implementation of programs.
- Passion for being a change agent, tested abilities in this area, and thrive in environments where s/he must help to build consensus to move forward large ideas into action.

- Excellent written and oral communication in both Vietnamese and English.
- Computer literate with strong skills in use of MS office package (Word, Excel, and PowerPoint...).
- Ability to travel as necessary.

## 2) **HTC Technical Officer position (based in Hanoi)**

### **a) Main duties and responsibilities:**

- Provides technical oversight and guidance on HTC to implementing agencies to ensure subprojects follow work plan targets, achieve technical requirements and complete deliverables in accordance with subproject agreements and budgets.
- Works with implementing agencies to determine support and technical assistance needs; work out specific scopes of work; facilitate provision of HTC technical assistance (TA); and oversee delivery of TA. When possible, the Technical Officer will provide the TA including acting as facilitator or co-facilitator in training sessions.
- Develops HTC training materials and other tools.
- Monitors and analyzes implementing agency reports to assure adherence to the approved annual workplan.
- Arranges technical, administrative support as needed.
- Performs other relevant duties as assigned by the TACHSS Associate Director and HTC Technical Coordinator.

### **b) Qualifications and abilities:**

- Master's degree in lab, social sciences or public health fields or equivalent experience.
- Extensive knowledge and experience in HIV programs in Vietnam.
- Ability to handle multiple tasks simultaneously and to prioritize and respond in a timely manner to stakeholders.
- Strong interpersonal skills and demonstrated ability to transfer knowledge in a culturally sensitive manner.
- Excellent written and oral communication in both Vietnamese and 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, specifying your preferred working location by **March 5, 2014** 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)**