



EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication and social marketing — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries and all U.S. states and territories. Alive & Thrive (A&T) is an initiative to save lives, prevent illness, and ensure healthy growth and development through optimal maternal nutrition, breastfeeding, and complementary feeding practices. Through application of its evidence-based framework and utilization of its robust network of partners, A&T builds momentum, breaks down barriers, and supports a better future for women and children.

We are seeking qualified and highly motivated Vietnamese nationals to join FHI 360 as ***Regional Program Associate for the Alive & Thrive Southeast Asia (based in Ha Noi)***.

Project Summary:

Alive & Thrive (A&T) is a global nutrition initiative to save lives, prevent illness, and ensure healthy growth of mothers and children. From 2009–2014, A&T demonstrated that rapid improvements in infant and young child feeding (IYCF) are possible in settings as diverse as Ethiopia, Bangladesh, and Viet Nam. In 2014, A&T began working in Burkina Faso, India, Nigeria, and throughout the Southeast Asia region, expanding its scope to include maternal and adolescent nutrition, and using agriculture and social protection programs as delivery mechanisms for maternal, infant, and young child nutrition (MIYCN). Currently, A&T is leveraging its robust network and knowledge base to strengthen systems and build capacity in these and other countries across Africa and Asia, and disseminate innovations, tools, and lessons worldwide. A&T is managed by FHI 360 with funding from the Bill & Melinda Gates Foundation and other donors.

In Southeast Asia (SEA), A&T provides strategic technical assistance to seven countries (Viet Nam, Cambodia, Indonesia, Laos, Myanmar, Thailand and the Philippines) to support policy and system reforms to create an enabling and supportive environment for MIYCN. To achieve this, A&T SEA works in close collaboration with UNICEF, Save the Children, and other partners in these countries to identify and execute an agreed upon workplan that focuses primarily on Breastmilk Substitutes Code strengthening, maternity protection, and breastfeeding-friendly health systems. A&T SEA also supports early essential newborn care initiatives to improve early initiation of breastfeeding practices in hospitals by establishing centers of excellence for breastfeeding in Viet Nam, Cambodia, Laos, and Myanmar. To improve the access to human breastmilk for at-risk infants (pre-term, low-birth-weight, sick infants), A&T SEA provides strategic technical assistance to setting up human milk banks and related services in Viet Nam and Myanmar, and to establishing a regional network in the SEA region.

In addition to the above, A&T SEA is also mandated to provide technical assistance for social and behavior change communications (SBCC) to some member countries of the Scaling Up Nutrition (SUN) Movement. The aim is to increase uptake of proven tools and approaches for national-level advocacy, and development of multi-sectoral SBCC strategies and country plans for scaling up MIYCN. A&T is currently providing such support to Cambodia, Indonesia, Laos, Myanmar, and the Philippines in the SEA region.

Position Summary:

The Regional Program Associate provides program support for the Alive & Thrive initiative in Southeast Asia region. The position is based in Ha Noi, Viet Nam

Main Responsibilities:

- Program support: Provide program and administrative support, in addition to communication efforts related to workplan management and execution. Support knowledge exchange activities, including

organization and logistic arrangements for learning visits to Viet Nam and other countries in Southeast Asia.

- Operations: Contribute to ensuring smooth operations of Alive & Thrive Southeast Asia Regional Office and activities in collaboration with the Regional Admin Associate and other team members.
- Translation and interpretation: Provide translation and interpretation support at meetings and of project documents.
- Contracts and Finance: Provide support in preparing contract package and processing payment for partners/ vendors.
- Documentation and dissemination: Contribute to the documentation, dissemination and reporting of Alive & Thrive activities, experiences and results for partner and donor updates, publications, social media and relevant communication channels.

The successful candidate will have the following qualifications and abilities:

- Bachelor's degree, preferably in communications, nutrition, public health, law, social sciences, international development, human development, or related fields.
- Two to four years of program and technical support experience.
- Articulate, professional and able to communicate in a clear, positive manner with team members and partners.
- Excellent communication, and organization skills are required. Must be able to read, write, and speak fluent Vietnamese and English.
- Prior work experience in a non-governmental organization (NGO), multilateral organization, government agency, or private company
- Required travel in Viet Nam and within the region to support local partners (10-20% of the time).

FHI 360 offers competitive salary and excellent benefits.

Interested candidates please kindly apply the position online on [FHI 360's careers page](#) or send curriculum vitae (including the list of publication if any), letter of application, a writing sample (e.g., a report, manuscript, technical brief, news, blog-post... contributed largely by you), and a list of three references (we only contact your reference with your consent) by 4 March 2019 to ntmien@fhi360.org

Only shortlisted candidates will be contacted for interviews.