

# TERMS OF REFERENCE

## Program Officer, Human Health

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### Background

The Fleming Fund Country Grant for Vietnam—Tackling Antimicrobial Resistance in Vietnam is addressing critical gaps in surveillance of antibiotic resistant bacteria in Vietnam. The grant supports the implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on 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.

FHI 360 Vietnam is recruiting a **Program Officer, Human Health (HH)** to support the coordination of activities pertaining to AMR/AMU in Human Health for the Fleming Fund (FF) Project.

### Key Responsibilities

- Support and assist in the implementation of HH AMR activities for the FF project.
- Serve as FHI 360 AMR coordinator assistance and liaison with the technical staff within MOH AMR unit, the Medical Services Administration (MSA)
- Provide assistance to the technical staff within MOH AMR unit so that the unit can support the national AMR committee in establishing a functional One Health and AMR/AMU TWG. Provide support to conduct relevant TWG meetings, helps in meeting minute writing and document findings and recommendations from the project activities with the MSA/MOH;
- Work closely with other government and non-governmental stakeholders to collaborate for the planning and implementation of HH AMR/AMU activities at daily basis;
- Monitor the progress of FF VN country grant funded AMR HH activities carried out in collaboration with MSA as stipulated by the workplan;
- Provide assistance to organize and conduct the National Symposium on AMR and AMU;
- Assist the team in developing AMR advocacy materials such as policy brief and fact sheets for different stakeholder as needed and obtaining the comments from MSA technical staff and leaders;
- Collaborate with government counterparts to develop manuscript for publication as needed;
- Support the preparation of project reports and documents;

### Requirements

- Nationality: Vietnamese
- Education: Bachelor's degree in Public Health, Health, Biology or other relevant subject; Masters' degree with 5 years of similar experience is considered equivalent
- Experience and skills:
  - At least 5 -8 years' experience in one or a combination of the following areas: one health, AMR/AMU management, bacteria disease surveillance, and health system strengthening in public health.

- Experience working with government particularly Ministry of Health and international non-governmental organizations is an advantage
- Ability to work efficiently and effectively in an IT environment;
- Strong coordination, communication, and interpersonal aptitudes;
- Fluency in English (read, write, speak);
- Able to travel as needed (10-20 percent) to different parts of Vietnam

### **Location:**

This position will be fully based at MSA office in Hanoi.

### **Reporting**

The Program Officer, Human Health will report to FHI 360 Vietnam with daily coordination with MSA.

### **Application Deadline**

Interested candidates are invited to send their detailed curriculum vitae with a letter of application in English to [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org) by **January 20, 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.*