

# 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 **Project Assistant** for the Fleming Fund Project, based in **FHI 360 Hanoi office**.

## **Project Description:**

The Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam 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 Project Assistant will support the daily implementation of activities and ensure that the services and assistance provided by the project are timely, cost-efficient and of high quality. The incumbent will utilize his/her efforts and competencies in administration and operations to support technical project staff in the implementation of daily activities for the Fleming Fund project, including but not limited to the following responsibilities:

- Provide assistance in organizing meetings, workshops, seminars and trainings conducted by the Fleming Fund Project in collaboration with government agencies and the partners
- Coordinate travel arrangements and travel report completion and management
- Scheduling project calls and meetings, circulating agendas and taking minutes.
- Monitoring and maintaining a suitable project filing system.
- When necessary, be present at sites of target labs and provinces to support direct project implementation for on-site trainings or workshops.
- Communicate with stakeholders and partners to obtain project required documentation for verification and filing.

## **Qualifications and requirements:**

- Bachelor's degree in business, economics, marketing or related field
- At least 2-3 years of experience in administration activities, preferred in NGOs and international development organization
- Ability to handle multi-tasks with minimum supervision, ability to take initiative and focus on results and perform under pressure
- Proven ability to pre-plan critical actions, carry out actions in an efficient and timely manner
- Fluency in English language and ability of interpretation for simple meetings and technical seminars is preferable.
- Excellent interpersonal and communication skills
- Proficiency in Microsoft Office.

## **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 June 7, 2020**.

*Only shortlisted candidates will be contacted for interviews.*