

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 a qualified, experienced, and highly motivated candidate for the position of **Associate Technical Officer (Hanoi based)** to work in our HIV Care & Treatment programs.

Main responsibilities:

- Assists in the provision of technical assistance for the development of technical materials for comprehensive HIV care, support and treatment.
- Serves as a technical resource on comprehensive HIV care, support and treatment within the FHI technical team as well as with other key stakeholders in Vietnam (e.g., UNAIDS, CDC, USAID and others).
- Assists C&T team to provide trainings and facilitation as requested; and support to C&T team on training materials; SOPs and tools development, adaptation, revision.
- Assists in capacity building through the transfer of skills and technical knowledge to groom and prepare competent local staff, NGO partners, and other counterparts to design, implement and monitor comprehensive treatment, care and support initiatives.
- Supports FHI 360 technical officers as requested working in clinical works to enhance OPC monitoring quality, support implementing agencies to comply with national guidelines, and develop job aides for sites.
- Works with the leader of C&T Unit and other relevant FHI 360 staff in developing the C&T program/technical strategies to position FHI 360 as a TA provider.
- Represents FHI 360 in relevant meetings and events to provide technical inputs in the area of HIV care, support and treatment related works as needed.
- Represents FHI 360 in relevant meetings and events to provide technical inputs in the area of HIV care, support and treatment related works as needed.
- Establishes and ensures good working relationships and collaborative arrangements with community groups, donors, governments, and other organizations to help achieve the goals of the organization.
- Assists C& T technical officers to ensure high quality technical assistance in FHI 360-supported sites.

Qualifications:

- *Master degree in public health or related field is desirable*
- Fluent written and spoken English and Vietnamese
- Ability to handle multiple tasks simultaneously and to prioritize and respond in a timely manner to stakeholders.
- Computer literate with strong skills in the use of MS Office packages (Word, Excel, PowerPoint)

FHI offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application in English by **5 PM, May 28, 2014** to:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: Vietnam.recruitment@fhi360.org