

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 **Technical Coordinator (Hochiminh city or Hanoi based)** to work in our HIV Care & Treatment programs.

Main responsibilities:

- Provides technical leadership, direction, and management of clinical quality improvement including HIVQUAL and Cascade of HIV Care quality improvement and monitoring interventions.
- Provides technical mentoring support to FHI360 staff on clinical mentoring and site management to insure that partners in OPCs (including OPCs in community and in prisons) are satisfying SA obligations and complying with national guidelines.
- Provides and/or oversees strategic direction, training and facilitation of clinical mentoring and trainings on ARV treatment, TB/HIV guidelines and coordination, integration of services, and care and support by C&T team including training materials; operational researches and survey; SOPs; and quality improvement tools development, adaptation, revision.
- Supports AD to provide guidance and day-to-day management of small project teams. This includes meeting regularly with staff assigned to specific deliverables to review their work and ensure they are completing work as expected.
- Reviews and documents current job aides, SOPs, treatment literacy materials and training curricula available to clinicians in FHI 360 supported sites and identify priority gaps in materials available. Develops job aides, SOPs, training curricula and treatment literacy materials where gaps have been identified.
- Works closely with other units including health system strengthening/HTC to ensure strong linkages and effective processes and SI team to ensure that provincial programmatic data is put into FHI 360 VNIS database (quarterly basis).
- Works closely with relevant stakeholders to put in place and maintain operational M&E and HIVQUAL systems.
- Along with C&T Associate Director, HCMC Office Manager, Senior Technical Advisor, represents FHI 360 in relevant strategic meetings and events to provide technical leadership in the area of clinical and non-clinical related works.
- Ensures that the programs and services offered by the organization contribute to the organization's mission and reflects the priorities of the program.
- Identifies, supervises, oversees and mentors the clinical related works and support to C&T unit to ensure high quality technical assistance and oversight is provided in FHI 360-supported sites.

Qualifications:

- *Doctor of Medicine, Post-graduate diploma level II with a minimum of 5 years experienced in HIV/AIDS programing*
- 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 by **5 PM June 12, 2014**

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