

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 and Technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

We are currently seeking qualified candidates for the position of **Documentation Intern, Alive & Thrive Project in Viet Nam.**

Project Summary: Alive & Thrive (A&T), a multi-year initiative aimed at improving the nutritional status of infants and young children, is led by the Family Health International 360 and in Viet Nam is being implemented through a partnership with Save the Children, GMMB, the International Food Policy Research Institute & the University of California, Davis. The initiative will contribute significantly to the Government of Viet Nam's (GoV) priorities and accelerate ongoing efforts to reduce stunting. The initiative will also create synergies with other stakeholders such as the Viet Nam Women's Union, UN agencies, other international and local non-government organizations and the private for-profit sector. While aiming to impact nutritional status in all 63 provinces, more intensive capacity building/provincial planning activities will be undertaken in 15 areas (10 rural provinces and 5 cities).

Position Summary (*Duration: July 1, 2014 to March 31, 2015*)

The Documentation Intern will support the A&T Viet Nam team to develop policy briefs and materials, including editing briefs, reports and documents for global dissemination.

Main Responsibilities:

- In consultation with the A&T team, in Viet Nam and HQ, and stakeholders, develop high quality products, briefs, reports and materials in accordance with guidelines set forth by A&T, donors, stakeholders, etc.
- Support the development of media articles and products as appropriate.
- Support the development of success stories and lessons learned and other communication materials for global dissemination
- Provide proofreading and copy edit support to A&T technical team to maintain high quality standards and adherence to project guidelines
- Assist in preparation of displays, materials, and exhibits for information booths and meetings
- Liaise on a regular basis with A&T HQ to ensure that the A&T website is updated
- Perform other job-related documentation and communications duties as assigned to ensure the achievement of objectives as outlined in the project's documentation and dissemination strategy

The successful candidate will have the following qualifications and abilities:

- Degree in journalism/communication or equivalent training & experience plus a minimum of 1 year of experience in developing and producing publications or other relevant communication work.
- Familiarity with graphic design and interest with public health matters preferred.
- Native English speaker; Excellent verbal, written, and editing skills
- Ability to work in a big team with various partners and think systematically and strategically about documentation & dissemination
- Excellent organization skills, ability to work independently and under pressure to assess priorities, meet deadlines, manage multiple tasks with a high degree of accuracy and timeliness, and enjoy the challenge of working in a fast-paced setting
- Strong interpersonal communication skills.
- Ability to translate technical matter into informational products that are accessible to a broader audience through various channels
- Proficiency in Microsoft Word, graphic design packages & other communication & design software
- Skills in photography and video desirable

FHI 360 offers competitive salary and excellent benefits.

*Please send detailed curriculum vitae with letter of application and copies of degrees and certificates in English by **June 29, 2014** to:*

Alive & Thrive Project,
Room 203 E4B Trung Tu Diplomatic Compound
No. 6 Dang Van Ngu, Dong Da District, Hanoi, Viet Nam
Email: ntmien@fhi360.org;

Only shortlisted candidates will be contacted for interviews.