

# 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 qualified, experienced, and highly motivated candidates for the position of **Associate Director (Hanoi based)** to work in our HIV Care & Treatment programs.

## **Main responsibilities:**

- Provides general management support to the Care and Treatment Team and oversees implementation of the FHI 360's HIV/AIDS care, support and treatment strategies and activities
- Provides leadership, direction and management to the FHI 360 C&T Team and takes responsible for general coordination of activities and partnerships;
- Assesses capacity building and training needs of the care and treatment staff so they can be successful in carrying out their duties and providing HIV/AIDS care and treatment deliverables in a quality and timely fashion;
- Ensures the Team routinely and systematically monitors service site performance to identify technical assistance (TA) needs and performance issues and provides TA and other support to improve performance and sustainability;
- Assists in improving the productivity and quality of HIV care service delivery and retention in HIV care including implementation of the national care and treatment HIVQUAL system.
- Supports quality assurance of clinical and non-clinical training in HIV/AIDS care, support and treatment.
- Represents FHI 360 to donors and international funders such as USAID and the U.S. CDC and the agencies of the Government of Vietnam (GVN) on care and treatment issues and collaborates with them on a wide range of issues.
- Cultivates strong working relationships across FHI 360 programs and units, GVN institutions, PEPFAR and other key stakeholders

## **Qualifications:**

- Medical Doctor background, Master's degree in public health, social sciences or other relevant areas with 5-10 years' experience in HIV or TB programming
- Clinical experience or working experience in clinical health care and support
- Prior experience in management role and demonstrated leadership skill
- Ability to handle multiple tasks simultaneously and to prioritize and respond in a timely manner to stakeholders.
- Strong interpersonal skills and demonstrated ability to transfer knowledge in a culturally sensitive manner.
- Proficient verbal and written communication skills 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 **August 24, 2014** to:

**Human Resources Section, FHI 360 Vietnam**  
**7<sup>th</sup> Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam**  
**Email: [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org)**