

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health, other ministries, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups. FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; clinical research for the development of vaccines and drugs for infectious diseases; tobacco control; and laboratory strengthening.

We are currently seeking qualified and highly motivated Vietnamese national to fill the vacancy of **Technical Officer, Lab Science** to work in our office in Hanoi or Hochiminh City.

Position Summary:

The incumbent will work closely with the Laboratory Sciences Vietnam and APRO, Clinical research specific staff and others, conduct laboratory assessment and capacity building initiatives to ensure and enhance the quality of laboratory services.

Main duties and responsibilities:

- Responsible for the planning, conduct, and reporting of assessments, audits, and accreditation-ready inspections of clinical laboratories against ISO 15189, SLMTA and GCLP performing services to FHI360 research and programs.
- In close collaboration with laboratory management, lead the follow-up of needed corrective and preventive actions following audits.
- Responsible for developing and implementing continuous improvement initiatives upon request to build laboratory capacity and quality with reference to ISO 15189, SLMTA and GCLP standards and requirements.
- Take active role in developing generic Quality Manual, SOPs, and work instructions with reference to ISO 15189, SLMTA, GCLP and other standards.
- Provide technical assistance to laboratories and others as needed and requested as part of overall capacity building and continuous improvement schemes.
- Prepare training materials and deliver trainings to research program, laboratory staff and external agencies.
- Provide technical assistance to set up (laboratory set up plan review) and quality operation (develop and review SOPs, develop instrument and supplies list, develop and review carry over contamination prevention plan) of diagnostic laboratories in Vietnam.

The successful candidate will have the following qualifications and abilities:

- Master degree in biological or laboratory sciences within a clinical or diagnostic discipline or specialty
- At least six years related work experience in laboratory quality assurance, quality control and audits or at least seven years in a senior laboratory management position required.
- Prior experience in training and mentoring
- Demonstrated ability and aptitude to perform quality assurance laboratory audits and assessments against accepted national and international standards and regulations
- Creative problem solving skills.
- Excellent written and oral communication skills in both Vietnamese and English language
- Computer literacy (MS Office, email, Internet Explorer..)
- Ability to travel both in-country and internationally as needed.

FHI 360 offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application and copies of degrees and certificates in English by **November 7, 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

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.