

FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health, Ministry of Agricultural and Rural Development and 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. In Vietnam, FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; drug treatment policies and practices; clinical research for the development of vaccines and drugs; non-communicable disease (NCD) prevention; laboratory strengthening; social and behavior change communication approaches to preventing the spread of zoonotic diseases; and maternal and child health and nutrition.

We are seeking qualified and highly motivated Vietnamese nationals to join FHI 360 as a **Technical Coordinator** in Community Engagement (CE) for **Sức Khỏe Dồi Dào** (Abundant Health) Program (based in Ho Chi Minh City).

Program Summary:

Sức Khỏe Dồi Dào is a one-year, pilot, community-based program in one district of HCMC (February 2016-February 2017). Two main aims of this innovative program are to 1) increase the proportion of community members aware of the four shared NCD risk factors and 2) increase the proportion of eligible patients screened, risk stratified and treated for diabetes and hypertension (HTN) through a **high functioning team-based model of care delivery at the commune health station (CHS) level**. The program will be implemented with the HCMC Department of Health, University of Medicine and Pharmacy, and Harvard Medical School Center for Primary Care with funding from the Pfizer Foundation.

Key duties and responsibilities:

The Technical Coordinator will work with stakeholders in 1) developing and implementing a comprehensive community engagement program focused on training village health workers on NCD prevention and demand generation, 2) organizing NCD community engagement events and supporting community outreach and interpersonal communication efforts, 3) supportive supervision and conducting quality assurance, 4) documentation of project activities, and 5) providing overall project management support.

Main responsibilities are:

- Support the development of evidence-based training curricula, training materials, education and outreach materials in collaboration with NCD experts.
- Facilitate training to community health workers on NCD awareness, prevention, and demand generation.
- Organize NCD community engagement events.
- Gather high quality monitoring data of training, support visits, and community events in a timely manner.
- Work with other team member to analyze and report the data to track progress of program activities. Ensure that the data are used effectively by the team and stakeholders timely for program improvement.
- Identify and document success stories.
- Prepare community based workers to make presentations at the learning sessions if needed.
- Help community based workers to coordinate with CHS health providers.
- Support community based workers to implement changes if necessary.
- Work with other team member to analyze and report data to track progress of program activities. Ensure that the data are used effectively by the team and stakeholders for program improvement.
- Manage related contracts, budgets, and progress reports.
- Serve as project spokesperson with stakeholders.
- Jointly with Quality Improvement Senior Technical Officer, provide support in the organization of training, learning sessions and monthly WebEx and coaching visits for NCD activities;
- Support the establishment of a learning collaborative with CHS' through which an integrated training package in the team-based management of NCDs will be delivered.
- Perform other relevant duties as assigned.

Experience and abilities for the position:

- Bachelor degree in related fields, preferably with Master degree with 5-8 years of experience in working in community outreach, health communication, marketing, public health and related fields.
- Working experience and knowledge in community engagement, budgets and project management.
- Proficiency with various software applications (e.g. MS Excel, Word, PowerPoint)
- Strong communication, leadership and interpersonal skills. Demonstrated ability to build and maintain relationships with a wide array of people throughout a complex organization
- Excellent written, verbal, and organizational skills. Good at written and spoken English.

FHI 360 offers a competitive salary and excellent benefits.

Please send curriculum vitae, letter of application with copies of certificates/degrees by **February 20, 2016** 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
Only shortlisted candidates will be notified