

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that, in Vietnam, promotes the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. It works with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services to achieve project aims. FHI 360 is currently implementing programs to address HIV prevention, testing, and treatment; combatting trafficking in persons; COVID-19; tuberculosis case finding and treatment; clinical research; anti-microbial resistance; health system strengthening; non-communicable diseases; maternal and child health and nutrition; and diagnostic and laboratory services.

The Meeting Targets and Maintaining Epidemic Control (EpiC) project is a five-year, global project focused on HIV, COVID-19, and combatting trafficking in persons using funding from the President's Emergency Plan for AIDS Relief and the United States Agency for International Development. EpiC is seeking a qualified and highly motivated Vietnamese national candidate to serve as **Monitoring and Evaluation Assistant**, based in **Hanoi**. This position is funded for six months with the possibility of extension.

Main responsibilities:

- Provide technical assistance to improve monitoring and evaluation activities, plans, and data management for government and community partners.
- Perform data quality control activities for HIV outreach and testing program including data collection and ongoing quality checks.
- Support to conduct data quality assessments activities.
- Support data collection, cleaning, and entry efforts to support all EpiC reporting requirements.
- Track I reporting deadlines, work with team and project leadership to ensure all requirements are met.
- Provide administrative and technological support to training activities.
- Support research and knowledge management activities including response to ad hoc requests
- Develop charts that clearly visualize data in Excel, PowerPoint, and/or Power BI.
- Translate content from English to Vietnamese and Vietnamese to English.
- Performs other relevant duties as requested.

Experience and abilities for the position:

- Bachelor's degree in statistics, medicine, public health or related field, advanced degree preferred.
- Experience working in professional environment, ideally related to public health.
- Knowledge of monitoring and evaluation standards for HIV projects and familiarity with USAID and PEPFAR programs and requirements preferred.
- Computer proficiency in word processing, databases, and spreadsheets with advance skills in at least two of the following programs: SPSS, PowerPoint, Excel, Epi Info, Stata, SQL, and Power BI.
- Organized person with attention to detail and ability to thrive under pressure.
- Ability to work well with teams, implementing agencies and government counterparts.
- Excellent written and oral communication skills in both Vietnamese and English.

FHI 360 offers a competitive compensation and excellent benefits.

Interested candidates are invited to visit FHI 360's career page at <https://www.fhi360.org/careers> and apply the position ONLINE by **November 21, 2022**. Selection and interviews will be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.

Only shortlisted candidates will be contacted for interviews.