

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.

We are currently seeking qualified and highly motivated Vietnamese candidates to fill in the **Communications and Knowledge Management (CKM) Officer** position for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam, based in Hanoi.

Project Description:

FHI 360 seeks a **Communications and Knowledge Management (CKM) Officer** for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam (FF). The Country Grant will address critical gaps in surveillance of antibiotic resistant bacteria in Vietnam. This grant will support implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on selected number of AMR surveillance sites in the animal health (AH) sector. We will work closely with local entities that are already involved in AMR/AMU surveillance, oversight and improvement activities, local and national Technical Working Groups, national and regional reference laboratories for animal health, other government and national and international non-government stakeholders, and Mott MacDonald - the Fleming Fund Management Agent.

Job Summary / Responsibilities:

These position responsibilities are as follows:

- Develop and implement a cohesive communications and outreach plan for the Fleming Fund project.
- Proactively identify communication opportunities by working closely with the program team.
- Ensure presentations, and documents produced by the technical staff are high quality and align with the donor's branding requirements. Document, manage and share knowledge resources, including photos, stories, press coverage, etc..
- Collaborate with the program team to develop technical briefs to highlight technical expertise and lessons learned to be shared with a technical, international audience.
- Produce the project fact sheet and publications for the general public and target audiences.
- Coordinate with project technical staff and leadership to identify and develop success stories which elucidates the project's value and impact.
- Define technical requirements and formulate scopes of work for the development of creative assets to support project activities including professional photos, educational materials, etc.

- Support public events, technical training, and field visits with the engagement of media, partners, and the donor and Vietnamese Government aligned with the donor's branding guide.
- Collaborate with other team members to support the project implementation.
- Provide technical support in communications expertise for the ongoing programs of the country office as requested.
- Photograph/coordinate photography and develop written stories at events and site visits.
- Other duties as requested by the Project Lead.

Qualifications:

- Bachelor's degree in Development, Business, Marketing, Communications, Journalism, Public Relations, English and/or other related fields. Master's degree preferred.
- At least 3 year experience working in communications, knowledge management or social and behavior change for international development projects in Vietnam;
- Outstanding interpersonal skills, with an ability to develop and maintain strong working relationships with staff and partners;
- Superb attention to detail, customer-oriented and commitment to quality;
- Excellent written and oral communication skills in both English and Vietnamese languages.
- Computer literate with strong skills in MS Office; Powerpoint and sound experienced with design and publishing software;
- Ability to travel as necessary.

FHI 360 offers 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 **31 December 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.