

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 the surveillance of antibiotic-resistant bacteria in Vietnam. This grant will support the implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on a selected number of AMR surveillance sites in both the human health (HH) and the animal health (AH) sectors. 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 human health, animal health, other government and national and international non-government stakeholders, and Mott MacDonald - the Fleming Fund Management Agent.

Job Summary / Responsibilities:

This position will be responsible for developing and implementing strategies for knowledge management and communications, supporting and strengthening the capacity and systems for AMR/AMU surveillance in the Animal Health (AH) and Human Health (HH) sectors, applying the One Health approach, ensuring that the right audiences are gaining access to the materials through identified/approved channels and platforms, both international and local. The CKM Officer will collaborate with the technical team to develop and manage knowledge and communication materials (toolkits, manuals, training slides, media content, etc.) and provide guidance on appropriate communication and dissemination strategies to ensure that these products live beyond the life of the project. This position is based in Hanoi with field visits to different parts of Vietnam. Specific responsibilities may include, but are not limited to:

- Develop and implement cohesive communication and knowledge management plan for the Fleming Fund project, including developing and dissemination and e-documentation of knowledge products and communications materials;
- Lead the production of knowledge products and tools, working directly with the technical leads to develop ideas, concepts, or lessons learned into products such as manuals, guidelines, toolkits, or other practical information documents;
- Develop and update newsletters and new articles, publications, and photos on relevant websites;

- Ensure presentations and documents produced by the technical staff are high quality and align with the donor's branding requirements;
- Collaborate with the program team to develop technical briefs and success stories to highlight technical expertise, lessons learned and the project's value and impact to be shared with a technical, international audience;
- Document, manage and share knowledge resources, including publications, reports, photos, stories, and press coverage;
- Support project communications and dissemination of deliverables and products, and knowledge sharing, including developing standard toolkits and guidance for developing products, tailored for specific audiences;
- Photograph/coordinate photography and develop written stories at events and site visits;
- 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;
- Develop and maintain efficient communication of project activities and results to government officials, NGOs, researchers, journalists, key stakeholders, target and general audience;
- Collaborate with other team members to support the project implementation;
- Other duties as requested.

Qualifications:

- Bachelor's degree in Marketing, Communications, Journalism, Media, Public Relations, Advocacy and/or other related fields. Master's degree preferred.
- At least 5 year experience working in knowledge management, communication, and/or social and behavior change for international development projects in Vietnam;
- Good knowledge of national and local government structures, institutions, and policy procedures, preferably related to the field of human health, animal health, and one health;
- Outstanding interpersonal skills, with an ability to develop and maintain strong working relationships with staff and partners;
- Superb attention to detail, customer-oriented, and committed to quality;
- Excellent written and oral communication skills in both English and Vietnamese languages, with analytical capacities and the ability to synthesize relevant findings;
- Computer literate with strong skills in MS Office; PowerPoint and sound experience 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 **24 April 2023**. The application should include the resume, cover letter and academic degrees. 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.