

## 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 and TB prevention, testing, and treatment; combatting trafficking in persons; COVID-19; 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) is a global project focused on HIV, global health security, and combatting trafficking in persons using funding from the President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID). EpiC is seeking a qualified and motivated Vietnamese candidate to serve as a **Project & Communications Assistant** based in **Ho Chi Minh City**.

The Project & Communications Assistant is responsible for providing administrative, translation, and communication support to the EpiC project team in Ho Chi Minh City. The ideal candidate will be looking to work in a multi-cultural environment to improve their skills in written translation and interpretation while learning about public health efforts funded through international donors.

### **Main responsibilities:**

#### *Project Coordination*

- Provide project coordination support to the technical teams, and additional assistance during busy times.
- Ensure Ho Chi Minh City office is well stocked, liaise with Operations and Finance to address needs.
- Support the development of statements of work, requests for quotes, and consultant agreements.
- Coordinate internal and external schedules, take meeting notes, and facilitate the use of technology during meetings.
- Develop presentations and/or documents in support of project activities, procurement, and travel.
- Track HIV test kit inventory.
- Perform other relevant duties as assigned.

#### *Translation and Communications*

- Translate technical and non-technical documents from English to Vietnamese and vice versa.
- Adapt language (both English and Vietnamese) in project documents to ensure the vocabulary, tone, structure, and style align with the audience.
- Create and maintain a project-related dictionary of terminology (English and Vietnamese) for project staff.
- Provide interpretation for internal meetings, ability to provide simultaneous interpretation preferred.
- Translate, review, and/or edit content drafted by non-native English and Vietnamese speakers.
- Support the development and execution of events, communication campaigns, workshops, and meetings, and manage project reimbursements.

### **Experience and abilities for the position:**

- University degree in English, communications, translation, or a related field.
- Work experience in an administrative or translation role preferred.
- Demonstrable skills in translation and interpretation of English to Vietnamese and Vietnamese to English.
- Excellent skills in the Microsoft Office Suite including Word, PowerPoint, and Excel.
- Interest in public health, the needs of minority communities, diplomacy, or public administration.
- Excellent written and oral communication skills in both Vietnamese and English.
- 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 to the position ONLINE by **August 27, 2023**. 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.*