

TERMS OF REFERENCE

Strategic Information Consultant

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. The Meeting Targets and Maintaining Epidemic Control (EpiC) project 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). As part of a broader portfolio of activities, EpiC supports community-based organizations and social enterprises in seven provinces (Can Tho, Dong Nai, Hanoi, Ho Chi Minh City, Kien Giang, Tay Ninh, and Tien Giang) to provide HIV services in the community.

EpiC is seeking a qualified and motivated Vietnamese candidate to serve in the role of **Strategic Information Consultant** based in **Ho Chi Minh City** and focused on the following tasks:

Main responsibilities:

- Collaborate with IT vendors to manage and maintain HIV community-based software for community-based organizations (CBOs) Dong Nai, Hanoi, and Ho Chi Minh City.
- Provide information technical support to CBOs to ensure the quality of data collection and use.
- Develop and maintain technical documents related to software systems to ensure consistent and quality use of software systems.
- Support CBOs to collect, enter, and clean data in alignment with project, donor, and government reporting requirements.
- Develop, train, and supervise outreach workers on data collection.
- Conduct regular data quality assessments, validate and verify data, and monitor progress towards targets.
- Identify and communicate data inconsistencies, failure of organizations to meet benchmarks, and capacity gaps.
- Contribute to the preparation and submission of project, donor, and government reports.
- Track reporting deadlines, work with team and project leadership to ensure all requirements are met.
- Provide administrative and technological support to facilitate training activities.
- Participate in public health response and community assessment activities.
- Perform other relevant duties as assigned.

Requirements:

- University degree in information systems, statistics, medicine, public health, or related field, advanced degree preferred.
- Experience in designing, implementing and/or supporting HIS.
- Relevant experience in monitoring and evaluation, ideally in PEPFAR-funded HIV programs.
- Computer proficiency in the Microsoft Office Suite with advance skills in at least two of the following programs: Excel, Epi Info, SPSS, SQL, Stata, SQL, and Power BI.
- Organized person with attention to details and ability to work under pressure.
- Well-developed written and oral communication skills in Vietnamese required, similar skills in English preferred.
- Ability to travel as necessary.

Period of Performance: Six months (full-time) from October 1st, 2023 to March 31st, 2024 with the possibility to extend based on funding availability.

Application Deadline: Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application to HR.Vietnam@fhi360.org by **September 11th, 2023**. Selection and interviews will be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.

**Please specify the position you are applying for in the subject line of your application email.
Only shortlisted candidates will be contacted for interviews.*