

# 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 seeking qualified and highly motivated Vietnamese candidates to fill the **Technical Assistant** position for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam, based in **Hanoi**.

## **Project Description:**

FHI 360 seeks a **Technical Assistant** for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam (FF CG). 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), antimicrobial use and consumption (AMU/C) surveillance in the Animal Health (AH) and Human Health (HH) sectors with OneHealth approach. 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:**

This position will be responsible for supporting technical activities related to strengthening the capacity and systems for AMR/U/C surveillance in the Animal Health (AH) and Human Health (HH) sectors, applying the One Health approach. This position is based in Hanoi with field visits to different parts of Vietnam. Specific responsibilities may include, but are not limited to:

- Support the FF CG1's Technical Team in the planning, implementation, and monitoring of project activities across the technical areas (human health, animal health, aquaculture, and environment health);
- Support the Technical Team to prepare and conduct technical meetings (preparing the agenda, taking minutes of meetings, providing summaries);
- Provide assistance in planning and conducting procurement of laboratory equipment, reagents, and supplies and delivery;
- Provide support to organize workshops/training/focus working groups/field trips and public events (e.g., contacting counterparts, preparing the agenda, finalizing the materials to be distributed, and any needed support under the supervision of the Technical Team.)
- Participate in planning and implementation of AMU/AMC surveillance including the development of tools, collection and cleaning of data, and basic data analysis.
- Collaborate with laboratories of the AMR surveillance system in the animal and human health sector to implement planned activities, including sample collection, coordination, transport, and testing for surveillance activities.
- Provide assistance to conduct and participate in onsite technical assistance visits and assessments, and develop improvement plans for surveillance laboratories. Work closely with project staff and with government agencies and partners to provide support to conduct meetings and technical activities, prepare meeting minutes, document findings and recommendations from the project activities with the partners and government agencies and maintain documentation of the project activities efficiently;
- Coordinate travel authorization requests and completion of travel expense reports such as select venues for meetings and arrange booking of the venue, coordinate travel arrangements, collect receipts, manage the SP site for the project including uploading documents and managing folders, supporting preparation of purchase orders, etc.

- Translate relevant project documents, training materials, etc. from English to Vietnamese and vice versa and maintaining a suitable project filing system and assist to preparation/combination of project reports and documents.
- Other duties as requested

**Qualifications:**

Bachelor's degree in microbiology or other relevant subjects (Medical Technology, Biology, Animal Health, Animal Science) and at least one year of experience in animal/human health (preferably including microbiology, AMR/AMU, or disease surveillance) or a related area. Medical technologists with relevant work experience are preferred.

- Prior work experience in a non-governmental organization (NGO), or government agency is an advantage.
- Understanding of AMR/AMU and disease surveillance, human health/one health and microbiology, biosafety and biosecurity, and related laboratory techniques (strongly preferred)
- Ability to communicate and coordinate with stakeholders;
- Strong coordination, communication, and interpersonal aptitudes
- Sensitivity to cultural differences and understanding of the ethical issues surrounding research and surveillance
- Be able to read, write, and speak in English;
- Proficiency in Microsoft Office. Ability to work efficiently and effectively in an IT environment.

**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 for the position ONLINE by **17 May 2024**. 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.*