

EpiC Vietnam Project Director

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories. We are currently seeking qualified candidates for the position of **EpiC Vietnam Project Director**. The **local position** is open to any nationality, based in Hanoi, Vietnam.

EpiC Vietnam Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). EpiC is dedicated to achieving and maintaining HIV epidemic control and the project provides strategic technical assistance (TA) and direct service delivery (DSD) to break through barriers to 95-95-95 and promote self-reliant management of national HIV programs by improving HIV case-finding, prevention, and treatment programming. EpiC was modified in early 2020 to include funding to prevent, prepare for, and respond to COVID-19 and bolster health systems to address the pandemic, followed by Mpox and then Global Health Security. FHI 360 has been implementing the EpiC project in Vietnam since 2020. EpiC focuses on expanding HIV case finding in the community, expansion of PrEP and treatment initiation, adherence, and retention support for people living with HIV (PLHIV), with a focus on select key population groups; as well as health system strengthening through liquid oxygen system installation and training; global health security; and combatting trafficking in persons.

Job description:

The EpiC Vietnam Project Director has the overall responsibility for administration, program management, performance monitoring and technical implementation and oversight of all aspects of activities, under the oversight of the EpiC global management team. They serve as the primary point of contact for the EpiC Vietnam project. They provide technical and management leadership to the project and ensure successful implementation of the work plan and achievement of the project's targets and goals. The Project Director will provide technical and programmatic oversight directly to the activity areas. They are required to coordinate and work with a diverse group of organizations and stakeholders, including the Ministry of Health, Ministry of Labor, Invalids, and Social Affairs, senior government officials, dignitaries, regional health staff, international and national development partner organizations, and the USAID mission. The Project Director ensures that technical efforts are evidence-based, community-driven and will contribute to the deliverables in Vietnam.

The position is open to applicants of any nationality, and is based in Hanoi, Vietnam. Please note this is a **local hire**.

Suitably qualified candidates openly living with HIV and/or who are representative of key populations affected by HIV are also actively encouraged to apply.

Position Responsibilities:

- Lead the development and implementation of work plans, implementation plans, strategies, and program reports.

- Responsible for the development, implementation and oversight of all technical activities, including the provision of in-country technical assistance.
- Coordinate closely with other FHI 360 projects in the region, with international and national NGOs and other key population (KP) and relevant implementing partners to strengthen the quality of KP programming; global health security and health systems strengthening; and combatting trafficking in persons.
- Engage in South-to-South learning and collaborate/build upon regional initiatives, as applicable.
- Supervise and provide overall program and technical guidance to the Vietnam team and ensure compliance with the organizational procedures and the standards.
- Provide technical and programmatic expertise in HIV prevention, care, treatment, and viral load activities for men who have sex with men, transgender women, commercial sex workers and people who inject drugs; coordinate technical expertise on global health security, health systems strengthening, and combatting trafficking in persons.
- Participate in reviewing and providing feedback on partners' M&E framework, plans, and reports to ensure quality program reporting of results.
- Oversee production of timely and accurate technical reports to headquarters and USAID as required.
- Coordinate community engagement and empowerment activities with KP groups for access to HIV and other health services.
- Work with Ministry of Health (MOH), the Ministry of Labor, Invalids, and Social Affairs, and other government agencies to ensure that quality of services provided reduces barriers and improves access to services for KPs and survivors of trafficking.
- Work with CBOs, CSOs, other KP partners, local health centers and the MOH to increase the uptake of HIV and other health and wellness related services both at a community and clinic level.
- Contribute to the achievement of high-quality results in accordance with the targets identified in the work plan.
- Keep abreast of developments in larger HIV/AIDS and KP field; global health security and health systems strengthening; and trafficking in persons; document project methodologies, results, and outcomes, and in collaboration with EpiC HQ develop abstracts and publications.
- Contribute to program quality according to FHI 360 standards including quality assurance and quality improvement initiatives.
- Uphold FHI 360 safeguarding policies for staff and program participants, and ensure timely reporting of potential incidents that require response.
- Ensure all relevant activities including recruitment, staff management, and program implementation are in line with FHI 360's diversity, equity, and inclusion (DEI) principles.
- Oversee and ultimately approve abstracts, scientific papers, manuscripts, and related knowledge products.

Minimum Qualifications:

- A minimum of a bachelor's degree in Public Health, Health Administration, Management, Social Work, or Business Administration with a focus on public health, social sciences, or related field; masters preferred.
- A minimum of eight years experience with progressively increasing responsibility designing, implementing, managing and leading large development programs involving multiple partners, stakeholders, and geographic target areas in a developing country; preference for experience managing USAID and PEPFAR-funded programs.
- A minimum of three years of experience providing specific technical direction and oversight of the development and management of HIV programs with key populations.

- Demonstrated ability through previous experience leading a technical activity through evidence and data driven decision making.
- Demonstrated ability through previous experience to establish and maintain productive working relationships with a wide network of partners and stakeholders.
- Demonstrated ability through previous experience to liaise with senior government officials, dignitaries, executives of NGOs, CBOs, and the for-profit business community, and senior members of the donor community.
- Excellent interpersonal, writing and oral presentation skills in English.

Expected travel: Up to 30%.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.