

DYNAMIC EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FAMILY HEALTH INTERNATIONAL (FHI) is an international non-governmental organization that works with the Vietnam Ministry of Health, other ministries, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups. FHI is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; clinical research for the development of vaccines and drugs for infectious diseases; tobacco control; and laboratory strengthening.

We are currently recruiting qualified and experienced Vietnamese nationals for the following positions based in Hanoi:

1. Program Officer/ Women's and Men's Health Interventions (WMH)

The position will be responsible for supporting the management and implementation of FHI-supported programs with focus on Women's and Men's Health (WMH) interventions and research; including:

- Coordinate and work closely with implementing partners/agencies in project design, proposal development, contractual agreement as well as arrangement of monitoring and technical assistance visits and project evaluation in the overall WMH intervention programs.
- Provide technical assistance and capacity building in the development, implementation and monitoring of WMH interventions and research in Vietnam.
- Coordinate and collaborate with other HIV technical staff for the development and implementation of guidelines, tools, training curricula and recommendations related to WMH issues.

2. Associate Program Officer/ HIV Counseling and Testing (HTC)

The position will be responsible for providing administrative and programmatic assistance and support to other program staff in the management and implementation of FHI-supported programs with focus on HIV counseling & testing. Assist project monitors to ensure projects follow work-plan targets, achieve technical requirements and complete deliverables in accordance with subproject agreements and budgets and to ensure that the development, implementation and other programmatic issues are appropriately arranged.

3. Associate Program Officer/ Male Sexual Health (MSH)

The position will be responsible for providing administrative and programmatic assistance and support to other program staff in the management and implementation of FHI-supported programs with focus on Male Sexual Health (MSH) interventions. Assist project monitors to ensure projects follow work-plan targets, achieve technical requirements and complete deliverables in accordance with subproject agreements and budgets and to ensure that the development, implementation and other programmatic issues are appropriately arranged.

The successful candidate will have the following qualifications and abilities:

- Bachelor degrees in Public Health, Social Sciences; Master's degree in public health and/ or equivalent years of experience in related fields is a plus.
- Experience and knowledge with coordinating resources for large-scale international health or reproductive health and family planning.
- Demonstrated experience in managing and implementing public health, HIV/AIDS prevention, care and treatment programs in Vietnam.
- Ability to handle multiple tasks simultaneously, prioritize and respond in a timely manner.
- Ability and enthusiasm to learn new areas and willingness to contribute to a dynamic team.
- Excellent written and oral communication skills in both Vietnamese and English.
- Experience with computers, including word processing, spreadsheets, and the Internet.
- Work experience with NGOs/INGOs is preferred but not mandatory.

FHI offers competitive salary and benefits.

Please submit detailed curriculum vitae with cover letter (in English) clearly indicating the position you are applying for as well as copies of relevant certificates/degrees, by November 12, 2010 to:

Human Resources Officer, Family Health International
7th Floor, No. 18 Ly Thuong Kiet Street, Hoan Kiem District, Hanoi, Viet Nam
Email: recruitment@fhi.org.vn

To obtain a detailed job description for the position, please send your request to recruitment@fhi.org.vn.
Only short listed candidates will be invited for interviews.