

## 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**  
**7<sup>th</sup> Floor, No. 18 Ly Thuong Kiet Street, Hoan Kiem District, Hanoi, Viet Nam**  
**Email: [recruitment@fhi.org.vn](mailto:recruitment@fhi.org.vn)**

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