

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international, non-governmental organization that works with the Vietnam Ministry of Health, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. In Vietnam, FHI 360 is currently building the capacity of local organizations in HIV prevention, care & treatment, drug treatment policy, and drug treatment practice; dengue control; behavioral and epidemiologic research methods training; clinical research in new vaccines and drugs; and laboratory strengthening.

We are currently seeking for qualified Vietnamese national for the position of **Operations Assistant**, based in Hanoi, Vietnam.

Main duties: The position will be responsible for providing variety of clerical and administrative supports to accomplish work and auxiliary to the smooth operation of the FHI 360 Vietnam Office.

Successful candidates will have the following abilities and qualifications:

Knowledge, Skills, and Attributes:

- Good spoken and written English language skills.
- Computer literate including word processors, spreadsheets, and internet
- Analytical and results oriented; honest and accurate; mature and reliable;
- Good team spirit and ability to function independently & efficiently
- Flexibility towards working hours

Minimum Recruitment Standards:

- University degree in office administration, or related field
- At least 2 years working experience in a similar position, working experience with NGO/ INGO is preferred but not mandatory.

FHI offers competitive salary and excellent benefits.

Please send letter of application with detailed curriculum vitae in English by May 15, 2012 to:

Senior Human Resources Officer, FHI 360
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet Street,
Hoan Kiem District, Hanoi, Viet Nam
Email: recruitment@fhi.org.vn

Please indicate the position you are applying for in your application. To obtain a detailed job description for the position, please send your request to recruitment@fhi.org.vn

Only shortlisted candidates will be contacted for interviews.