

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.

We are currently seeking qualified, experienced, and highly motivated candidate for the position of **Associate Technical Officer, HIV Counseling & Testing (HTC)**, to work in our office in **Hanoi**.

Position Summary:

The incumbent will closely work with Care & Treatment/HTC team as well as Response Teams with tasks described in the below section and provide assistance to ensure that appropriate HTC technical input is provided for all communication activities supported by FHI 360/PEPFAR Viet Nam.

Main duties and responsibilities:

- Assist HTC team in working with FHI 360/VN program staff provincial implementing agencies, consultants and private and public agencies to ensure timely and quality implementation of all HTC activities.
- Work with other team members in identifying and responding to HTC needs throughout the program.
- Assist in data processing as required by HTC technical team and assigned response team. Follow up and work closely with M&E unit to make sure of timely program and data reports submission from sites
- Ensure logistics for technical assistance and training/workshops and other activities of HTC technical team and assigned response team as required
- Provide translation of project documents and participate in designing and developing support materials and ensure that dissemination is documented

The successful candidate will have the following qualifications and abilities:

- University's degree in social sciences or public health fields
- Knowledge about HIV/AIDS is a must. Experience and knowledge in health or development programs management, preferably in the area of HIV counseling and testing service.
- Ability to analyze and synthesize qualitative data and reports.
- Willing and able to work under pressure and travel as required.
- Excellent written and oral communication skills in both Vietnamese and English.
- Good computer skills including Word, Excel, and PowerPoint...
- Work experience with NGOs/INGOs is preferred but not mandatory.

FHI 360 offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application in English by June 10, 2012 to:

Senior Human Resources Officer, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: [recruitment@FHI 360.org.vn](mailto:recruitment@FHI360.org.vn)

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.