

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 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 360 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 seeking qualified, and highly motivated Vietnamese national to fill the vacancy of **Associate Technical Officer, Research and Lab Science** for our Hanoi office.

Position Summary:

The Associate Technical Officer is primarily responsible for providing administrative support to clinical research related activities. This position will coordinate all day-to-day support aspects needed for the implementation and management of the unit's activities. S/he needs to work in close collaboration with Research's staff at Asia and Pacific Regional Office (APRO), sponsors, research sites, consultants and FHI 360 country and HQ offices to provide successful and efficient support.

Main duties and responsibilities:

- Works closely with the Associate Director, Clinical Research, Director, Research and Lab Sciences, Research Associate, CRAs, Data Management and other staff to ensure the efficient operation of the clinical research activities.
- Serves as the focal person of the unit and ensures the flow of information.
- Uses systems and processes to assure timely and smooth flow of work.
- Organizes meetings, travel, and special events, including preparation of agendas, meeting/training materials and minutes, setting up teleconferences, distributing call and meeting details.
- Assists research staff with sending out communications to sites and partners.
- Prepares stationary procurement/purchase orders
- Prepares labels and the final reports to the sponsor and sending them (TUC)
- Updates all tracking logs
- Assists in financial monitoring of expenditures (including personnel time) by FCO, assuring correct FCO assignment and tracking approvals for sensitive items or items requiring approval.
- Performs other relevant duties as assigned.

The successful candidate will have the following qualifications and abilities:

- MS/MA and 1-3 years relevant experience, or BS/BA and 3-5 years relevant experience
- Relevant software skills to include Word, PowerPoint, Excel, Outlook, website management and internet searching/researching
- Knowledge of general office practices and administrative procedures
- Resourceful through use of technology and administrative skills to resolve issues and create efficiencies and simple systems.
- Respond to inquiries independently and follow-up on requests in an efficient and timely manner.
- Good management skills and ability to monitor projects, set up priorities and plan for successful program implementation.
- Strong interpersonal skill and ability to work both in teams and independently with minimal supervision.
- Excellent written and spoken English

FHI 360 offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application and copies of degrees and certificates in English by **September 10, 2012** to:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: recruitment@fhi.org.vn

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