

## EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health, Ministry of Agricultural and Rural Development and 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. In Vietnam, FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; drug treatment policies and practices; clinical research for the development of vaccines and drugs; non-communicable disease prevention; laboratory strengthening; and social and behavior change communication approaches to preventing the spread of zoonotic diseases.

We are seeking qualified, experienced and highly motivated Vietnamese national to join FHI 360 for the position of **Specialist – Communications and Documentation for Alive & Thrive Vietnam, Hanoi based.** *[\\*To obtain the full job description, please send a request to ntmien@fhi360.org.](mailto:ntmien@fhi360.org)*

**Project Summary:** Alive & Thrive, a multi-year initiative (2009-2013) aimed at improving the nutritional status of infants and young children, is led by the Family Health International 360 and in Viet Nam is being implemented through a partnership with Save the Children, GMMB, the International Food Policy Research Institute & the University of California, Davis. The initiative will contribute significantly to the Government of Viet Nam's (GoV) priorities and accelerate ongoing efforts to reduce stunting. The initiative will also create synergies with other stakeholders such as the Viet Nam Women's Union, UN agencies, other international and local non-government organizations and the private for-profit sector. While aiming to impact nutritional status in all 63 provinces, more intensive capacity building/provincial planning activities will be undertaken in 15 areas (10 rural provinces and 5 cities).

### **Position Summary:**

The Communications and Documentation Specialist will provide leadership in capturing and sharing the "Alive & Thrive Project story" in Viet Nam. S/he will develop and implement a documentation strategy for A&T and will ensure the development of appropriate products that describe A&T's activities and results in Viet Nam in various formats and for different audiences. S/he will contribute to building and maintaining a positive image and impression of A&T in Viet Nam and globally.

### **Main Responsibilities:**

- In consultation with the A&T team, in Viet Nam and HQ, and stakeholders, develop and implement a strategy for capturing and sharing the "Alive & Thrive Project story," sharing project learnings with external audiences
- Package information in creative ways, incorporating video, multimedia, storytelling, photos, graphics, etc.
- Work closely with team members in-country and at HQ and with consultants to develop high quality products, reports and materials on a regular basis in accordance with guidelines set forth by A&T, donors, stakeholders, etc.
- Develop and maintain a database of all products, materials, photographs, etc.
- Support the behavior change communication and policy teams in developing media articles and products as appropriate
- Identify, work with and ensure quality of deliverables of consultants, contractors, printers and other vendors as appropriate
- Build capacity of A&T team in documentation & communications
- Lead development of success stories and lessons learned communication materials for global dissemination
- Serve as point person with A&T HQ in developing and responding to requests for communication materials

**The successful candidate will have the following qualifications and abilities:**

- Advanced degree in journalism, communication or equivalent training & experience
- 3-5 years experience in developing and producing publications or other relevant communication work. Familiarity with graphic design and interest with public health matters preferred.
- Ability to work in a big team with various partners and think systematically and strategically about documentation & knowledge management
- Excellent verbal, written, presentation and editing skills in English and Vietnamese
- Strong interpersonal communication skills.
- Ability to translate technical matter into information products that are accessible to a broader audience through various channels
- Proficiency in Microsoft Word, and Adobe, InDesign, Illustrator, and Photoshop
- Skills in photography and video desirable

**\*\*\*To obtain the full job description, please send your request to [ntmien@fhi360.org](mailto:ntmien@fhi360.org).\*\*\***

**FHI 360 offers competitive salary and excellent benefits.**

**Please send detailed curriculum vitae in English by *September 17, 2012* to:**

**Alive & Thrive Project,  
Room 203 E4B Trung Tu Diplomatic Compound  
No. 6 Dang Van Ngu, Dong Da District, Hanoi, Viet Nam  
Email: [ntmien@fhi360.org](mailto:ntmien@fhi360.org).**

In addition to curriculum vitae, a letter of application in English must include copies of certificates/degrees, and contact telephone numbers.  
Please indicate which position you are applying for in your application.

*Only shortlisted candidates will be contacted for interviews.*