

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; infant and young child nutrition, 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 a qualified and highly motivated Vietnamese national to join FHI 360 as **Contracts Manager for the Alive & Thrive project** (based in Hanoi).

Project Summary: Alive & Thrive, a multi-year initiative (2009-2014) aimed at improving the nutritional status of infants and young children, is led by the FHI 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 contributes significantly to the Government of Vietnam's efforts to reduce stunting. The initiative also create synergies with other stakeholders such as the Viet Nam Women's Union, UN agencies, other international and local NGOs and the private for-profit sector. While aiming to impact nutritional status in all 63 provinces, more intensive capacity building/provincial planning activities are undertaken in 15 provinces. For more information on Alive & Thrive, please visit our website www.aliveandthrive.org

Position Summary:

The Contracts Manager will assume responsibility for developing, organizing, and tracking all procurement and contracting activities for the A&T/Vietnam program, in close collaboration with the Finance and Admin Manager (F&A Manager). S/He will also review and administer sub-awards in accordance with the organisation's policy and donor requirements ensuring close coordination with field office and headquarter technical, financial, contract and administration staff.

Main Responsibilities:

- Manage and coordinate all local procurement and contracting, including procurement initiation, contract negotiations, preparation of complete set of documents in compliance with the organisation's policy, tracking of work progress and deliverables, etc.
- Assume primary responsibility to obtain required clearances and approvals for all procurements.
- Provide regular reviews and updates on the status of project's accruals and commitments under existing contracts to Program Director (PD) and HQ.
- Serve as main liaison with the headquarters office on all procurement matters. Work closely with the program, technical, and A&T/Vietnam finance and operations team to timely initiate, administer and track procurement.
- Ensure that all contract deliverables are tracked, monitored, delivered, properly filed, and copies are sent to HQ.
- Work closely with the PD, F&A Manager, and project headquarters staff with regard to budgeting and fiscal monitoring.
- Assist PD and program staff as applicable to prepare advance lists of procurement and technical activities for planning efficient and timely inputs to support work plan activities.
- Perform other duties as necessary

The successful candidate will have the following qualifications and abilities:

- Degree in business management, accounting, finance, or other relevant field in an international development project
- At least 3-5 years of experience managing complex procurement activities
- Excellent organizational and communication skills
- Excellent computer skills, including Microsoft Word and Excel and English proficiency
- Proven ability to pre-plan critical actions, carry out actions in an efficient and timely manner
- Ability to work with minimum supervision, work in a team and deal with multiple tasks, flexibility and getting critical tasks completed on time.

FHI 360 offers competitive salary and excellent benefits.

*Please send detailed curriculum vitae with letter of application and copies of degrees and certificates in English by **June 27, 2013** 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; pyantarakitosol@fhi360.org

Only shortlisted candidates will be contacted for interviews.