

# 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 & practice, research and evaluation.

We are currently seeking qualified, experienced, and highly motivated candidates for the following positions to work in our office in **Hanoi and Hochiminh City**:

## **1. Technical Officer, Monitoring and Evaluation**

*Main responsibilities:*

- Assist the M&E Team to strengthen M&E system and perform M&E activities across technical units, FHI 360 supported programs and provide technical assistance on M&E to implementing partners where appropriate.
- Develop and review of the M&E plans for projects/activities supported by FHI 360
- Provide desk and on-site technical oversight to M&E activities
- Develop data collection tools and guidelines for collecting and managing routine project monitoring data.
- Collect, manage data and conduct data quality assessments
- Analyze program data to identify issues and priorities for program improvement
- Provide feedback to technical units and partners on data quality and program progress
- Conduct evaluation studies
- Prepare quarterly, semi-annual and annual reports

## **2. Technical Officer, Research and Evaluation**

*Main responsibilities:*

- Design and write new proposals related to implementation sciences, project evaluations, operations research
- Prepare submissions of research studies for PHSC review, and coordinates with internal departments for these reviews.
- Conduct operation research, project evaluations, needs assessments, and technical assistance visits.
- Monitor and ensure the quality of quantitative and qualitative research, assessment and evaluations.
- Analyze and publish results of project evaluations, and operations research in a variety of fora, including peer-reviewed journals.
- Applies an implementation sciences perspective to technical program and ensure that key interventions include an implementation sciences approach.
- Conduct training and provide technical assistance to FHI 360 staff and partners on implementation science and operational research.

## **Experience and abilities for the positions:**

- Master's degree in Medicine or public health fields with at least 2 year working experience in public health sector.
- Knowledge of M&E on HIV/AIDS project activities and knowledge of Health System in Vietnam
- Experience in epidemiologic and social science research, including questionnaire development, data collection, data analysis and presentation
- Knowledge and experience in Information Communication Technology (ICT) and operational research activities is an advantage.
- Ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies and the media communities;
- Computer proficiency in word processing, databases and spreadsheets, with advanced skills in at least two of the following programs: GIS, SPSS, Excel, Epi Info, Stata, and MS Access
- Well-developed written and oral communication skills in both Vietnamese and English;
- Ability and enthusiasm to learn new areas and willingness to contribute to a dynamic team.

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

Please send detailed curriculum vitae with letter of application in English by **June 27, 2013** to:

**Human Resources Section, FHI 360 Vietnam**  
**7<sup>th</sup> Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam**  
Email: [Vietnam.recruitment@fhi360.org](mailto:Vietnam.recruitment@fhi360.org)