

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; social and behavior change communication approaches to preventing the spread of zoonotic diseases; and maternal and child health and nutrition.

We are seeking a qualified and highly motivated Vietnamese national to join FHI 360 as **Monitoring Assistant for the Alive & Thrive Initiative (based in Ha Noi)**.

**Project Summary:** Alive & Thrive, a multi-year initiative (2009-2015) aimed at improving the nutritional status of infants and young children ([www.aliveandthrive.org](http://www.aliveandthrive.org)), is led by 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 Viet Nam's (GoV) priorities and ongoing efforts to reduce stunting. The initiative also creates 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 are undertaken in 15 provinces.

### **Position Summary:**

The Monitoring Assistant will assist the Monitoring Specialist and the implementation team in 1) the implementation of the monitoring and supportive supervision system for A&T activities in Northern region (covers 4 provinces Thanh Hoa, Thai Nguyen, Hai Phong, Ha Noi), 2) data management, analysis, and dissemination, and 3) documentation of monitoring and research activities.

### **Main Responsibilities:**

- Provide support to the implementation team in supportive supervision and related activities to ensure the quality of monitoring data, including frequent travel to the 4 provinces
- Gather monitoring and supervision data from the local partners on a regular basis; ensure data quality
- Manage data for franchise and IYCF support group models
- Provide support in the development of high quality, timely reports and presentations in Vietnamese and English
- Ensure timely and effective communication of monitoring results to a variety of stakeholders
- Perform data analyses under the guidance of Monitoring Specialist and Country Director
- Provide support and oversight for surveys and other planned research work
- Contribute to the write up of findings from the A&T monitoring system and studies
- Other tasks as assigned by the Monitoring Specialist and Country Director

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

- Bachelor degree in nutrition, health or related field. Master in public health or medical doctor degree is a plus
- 1-2 years of experience in working in the field of public health in Viet Nam
- Experience with data management and analyses is a must
- Working experience with management information systems and a range of quantitative and qualitative data collection techniques and approaches
- Proficiency with various software applications (e.g. MS Excel, Word) and statistical packages (Stata, SPSS)
- Demonstrated ability to learn new things, and open with new knowledge
- Ability to work independently as well as in cooperation with a multi-cultural team
- Ability to think creatively and strategically
- Good at written and spoken English, fluent in written Vietnamese
- Required frequent travel within the region to support local partners

**\*\*\*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 curriculum vitae, letter of application, a list of three references (we only contact your reference with your consent), copies of certificates/degrees by November 15, 2013 to:**

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

*Only shortlisted candidates will be contacted for interviews.*