

## 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, and drug treatment practice; dengue control; behavioral and epidemiologic research methods training; clinical research in new vaccines and drugs; and laboratory strengthening.

We are currently seeking for qualified Vietnamese national for the position of **Operations Assistant**, based in Hanoi, Vietnam.

**Main duties:** The position will be responsible for providing variety of clerical and administrative supports to accomplish work and auxiliary to the smooth operation of the FHI 360 Vietnam Office.

### **Successful candidates will have the following abilities and qualifications:**

#### Knowledge, Skills, and Attributes:

- Good spoken and written English language skills.
- Computer literate including word processors, spreadsheets, and internet
- Analytical and results oriented; honest and accurate; mature and reliable;
- Good team spirit and ability to function independently & efficiently
- Flexibility towards working hours

#### Minimum Recruitment Standards:

- University degree in related field
- At least 2 years working experience in a similar position, working experience with NGO/ INGO is preferred but not mandatory.

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

Please send detailed curriculum vitae with letter of application in English by **April 28, 2014** 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)**