

## 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 **Receptionist cum Admin Assistant**, based in Hochiminh city, Vietnam.

**Main duties:** The incumbent is responsible for providing receptionist services and administrative assistance to accomplish work and ensure the smooth operation support to the management and implementation of FHI 360/ Vietnam program activities in Hochiminh City Office under the guidance and supervision of the AD, Operations.

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

Knowledge, Skills, and Attributes:

- Ability to communicate in spoken and written English
- Ability to use computer software programs at least Word, Excel, Power Point
- Understanding of factors leading to HIV/AIDS vulnerability and ability to work with people whose behaviors may put them at risk
- Ability to work well in a team situation and to develop and maintain good working relationships with other staff and FHI 360/ VN Implementing Agency staff
- Good time management and organizational skills, including resourcefulness and the ability to manage multiple activities simultaneously and efficiently
- Confident, active, capable to take initiative and work with minimal supervision
- Flexibility towards working hours, mature and reliable

Minimum Recruitment Standards:

University degree and at least 2-year experience working with a health or development project. Familiarity with public health programs and with Provincial affairs will be an asset. Basic accounting knowledge and practice are desirable.

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

Please send detailed curriculum vitae with letter of application in English by *May 20, 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)**