



**EMPLOYMENT OPPORTUNITY
WITH AN INTERNATIONAL NON-GOVERNMENTAL ORGANIZATION (INGO)**

Population Services International (PSI) is a leading global health organization with social marketing and social franchising interventions in Vietnam to address HIV/AIDS, Hepatitis C, Safe Water/Hygiene, Tuberculosis and Hypertension. PSI uses private sector approaches to improve the health of Vietnam's low-income and vulnerable communities in more than 20 provinces. Working in partnership with the Government, private sector and civil society partners, PSI harnesses the power of markets to empower underserved populations to lead healthier lives. For more information: www.psi.org

PSI currently seeks a talented and motivated individual for the **full-time position** described below, to join our dynamic and resulted-focused team in **Hanoi**:

Job Title: MONITORING AND EVALUATION (M&E) OFFICER

Report to: Research Manager

Job purposes: The M&E Officer plays a key role in operating PSI's Management and Information Systems, and supporting related Monitoring and Evaluation efforts. Responsibilities include ensuring collection of quality monitoring data, analyzing routine MIS data, conducting on-site monitoring of PSI social marketing activities, preparing reports based on the analysis and implications of PSI's monitoring and evaluation data, and contributing to other M&E activities as requested. The M&E Officer will work with Research Manager to ensure that PSI's annual M&E plan is implemented in a systematic and timely fashion to promptly response to requirements of programming activities. He/she will also work closely with Product Social Marketing, Health Services and Communications to ensure MIS and broader M&E systems deliver quality, relevant data to inform and assess social marketing results.

Major duties:

- Ensure proper functioning of different M&E and MIS systems within PSI/Vietnam and in accordance with PSI policies and procedures
- Ensure that the MIS data is regular input, updated, analyzed as per program requirements and provide inputs to monitor status of program implementation. This includes identifying problems in a timely management and providing feedback to Managers, field staff, CD.
- Ensure efficient/proper collection of data and information from the activity level with standard data quality control procedure to feed into program management, financial process and donor reports.
- Conduct field trips to support quarterly field level "data checks" per PSI norms/guidelines, train partners and field-based team members in M&E best practices, & contribute to other Data Quality Assurance (DQA) exercises and provide regular feedback to program staff about the quality of inputs and consult with them to develop output reports.
- Others tasks in supporting manager to create M&E tools for program, to draft reports for PSI partners and serve as a liaison regarding to M&E activities and data/DALY trainings/updates with PSI's global team and other organizations

Selection criteria

- University degree
- At least 2 year experience designing/managing online database, SMS and other MIS systems
- Excellent skills in Access, Excel, Power Point
- Experience with EPI INFO and SPSS an added advantage
- English skills: writing & speaking
- Enthusiastic team players with a positive attitude & a desire to learn continuously are encourage to apply

A competitive remuneration package will be offered to the successful candidate

Interested candidates are requested to submit detailed curriculum vitae (CV) with a letter of interest indicating the position you are applying for as well as copies of relevant certificates/degrees **no later than 5:00 pm on 19 November, 2014** to **HR Department, PSI Vietnam; Address: 11th Floor, VINAFOR Building, 127 Lò Đúc, Hai Bà Trưng, Hanoi; Email: hr@psi.org.vn or fax: (04)3944 6323; Only short-listed candidates will be contacted for interviews. Please do not contact via telephone. Dossier will not be returned**