

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 a qualified, experienced, and highly motivated candidate for the position of **(Senior) Technical Officer, Strategic Information** to work in our office in **Hanoi**:

Main responsibilities:

- Assist the Strategic Information Unit to strengthen monitoring and evaluation (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

Experience and abilities for the position:

- Master's degree in Medicine or public health fields with at least 2 years working experience in M&E
- Knowledge of M&E for HIV/AIDS project activities
- Experience in epidemiologic and/or social science research, including questionnaire development, data collection, data analysis and presentation
- Ability to work well with all project staff, implementing agencies, Vietnam government counterparts, and donor agencies
- Computer proficiency in word processing, databases and spreadsheets, with advanced skills in at least two of the following programs: GIS, SPSS, Epi Info, Stata, SAS, MS Excel and MS Access
- Well-developed written and oral communication skills in both Vietnamese and English
- Sensitivity to cultural differences and understanding of the political and ethical issues surrounding HIV infection
- Ability to travel as necessary.

FHI 360 offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application in English by **December 15, 2015** to:
Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: Vietnam.recruitment@fhi360.org