

Scope of Work

Position: HIVQUAL and data quality control consultancy

Technical Unit: Strategic Information

Technical Monitor: Senior Technical Officer, Strategic Information

Period of Performance: As soon as possible to Oct 2016

Location: Hanoi

1. HIVQUAL/PM program consultancy

Due to the scale up of the HIVQUAL program, the SMART TA project requires support from a consultant to assist “new” clinic sites (receiving SMART TA support) in implementing the HIVQUAL program included training, data collection and data analysis. The consultant shall support HIVQUAL/performance measurement, perform data analysis, and draft related reports and/or presentations.

Tasks

- Conduct HIVQUAL/PM training workshops in Nghe An (10 days)
- Create HIVQUAL/PM data collection materials (7 days)
- Conduct HIVQUAL/PM in 18 outpatient clinic (OPC) sites in Nghe An and 3 OPCs in Nghe An (14 days)
- Collect HIVQUAL/PM data and perform data quality control every 6 months (10 days)
- Support to implement DQA in Nghe An and Dien Bien (15 days)
- Other tasks to be determined (9 days)

Total estimated working days: 65 days

Qualifications

- Education: must be currently enrolled in, or a recent graduate in fields related to Public Health, Social Science. Preference will be given to recent graduates of post-graduate programs and students at the post-graduate level.
- Applicants should be well organized, self-motivated and reliable and should be able to work well both independently and as a part of a team
- Applicants must have good communication skills
- Familiar with Microsoft office (especially Excel)
- Good English skills would be an advantage
- Ability to travel

Interested persons should send their detailed curriculum vitae with letter of application in English to the following address by **May 31, 2016**:

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

Please specify the position you are applying for in your application.
Only shortlisted candidates will be contacted for interviews.