

## 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** to join our Strategic Information team, based in **Hanoi**:

### **Main responsibilities:**

- Assist the Strategic Information Unit to strengthen monitoring and evaluation (M&E) system and perform M&E and research activities across technical units, FHI 360 supported programs and provide technical assistance on M&E/research to implementing partners where appropriate.
- Develop and review M&E plans for projects/activities supported by FHI 360
- Develop scopes of work for project evaluations and operations research
- 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 program data and assess program data quality on a quarterly basis
- Analyze program data to identify issues and priorities for program improvement
- Provide feedback to technical units and partners on data quality and program progress
- Prepare quarterly and annual reports
- Conduct operation research, project evaluations, needs assessments, and technical assistance visits.
- Provide training and support on research, monitoring and evaluation for FHI 360 staff and partners

### **Experience and abilities for the position:**

- Master's degree in Medicine or public health fields with at least 2 years of relevant working experience
- 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: SPSS, Excel, Epi Info, Stata, and MS Access. Preference will be given to those who have experience in Power Query and PowerPivot.
- 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 **June 9, 2016** 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)**

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