

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 (www.fhi360.org) is an international non-governmental organization that has been working in Viet Nam to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups. FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; drug treatment policies and practices; clinical research for the development of vaccines and drugs; nutrition; non-communicable disease prevention; laboratory strengthening; and social and behavior change communication approaches to preventing the spread of zoonotic diseases.

We are seeking a qualified, experienced and highly motivated Vietnamese national to join FHI 360 for the position of temporary ***Project Associate for the Alive & Thrive Project, based in Hanoi.*** ****To obtain the full job description, please send a request to ntmien@fhi360.org***

Duration: 7 months with expected start date in November 2016

Project Summary: Alive & Thrive is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1,000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding and maternal nutrition through large-scale programs in several countries in Asia and Africa and through strategic technical support and the dissemination of innovations, tools, and lessons worldwide. Alive & Thrive is funded by the Bill & Melinda Gates Foundation and the governments of Canada and Ireland. The initiative is managed by FHI 360.

Position Summary: The Project Associate will provide administrative, operational and logistic support to the Alive & Thrive project team under the supervision of the Finance and Administrative Manager. Assist with consolidation of reports, presentations and other documentation products in close collaboration with the Program Director and project team, including translation services of project documents and at meetings with the Government and other partner organizations

The successful candidate will have the following qualifications and abilities:

- Degree in business management, accounting, finance, or other relevant field in an international development project
- Minimum 2 years of experience with financial, administrative and programmatic support of projects
- Computer skills, including Microsoft Word and Excel
- Excellent organizational and written and oral communication skills
- Fluency in written and spoken English
- Ability to work with minimum supervision
- Proven ability to pre-plan critical actions, carry out actions in an efficient and timely manner
- Track record of being a team player, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time.

FHI 360 offers competitive salary and excellent benefits.

Please send detailed curriculum vitae in English by September 26, 2016 to:

**Alive & Thrive Project,
7 Floor Hanoi Tourist Building
18 Ly Thuong Kiet, Hoan Kiem District, Hanoi, Viet Nam
Email: ntmien@fhi360.org**

In addition to curriculum vitae, a letter of application in English must include copies of certificates/degrees, and contact telephone numbers.

Please indicate which position you are applying for in your application.

Only shortlisted candidates will be contacted for interviews.