



EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH

FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health, other ministries, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups.

We are seeking a member serves as a full-time **Program Assistant** for the **Sức Khỏe Dồi Dào** (Abundant Health) Program, based in Ho Chi Minh City (HCMC).

Program Summary:

Sức Khỏe Dồi Dào is a community-based program focusing on non-communicable diseases (NCDs), currently being implemented in one HCMC district. Two main aims of this innovative program are to 1) increase the proportion of community members aware of the four shared NCD risk factors, and 2) increase the proportion of eligible patients screened, risk stratified and treated for diabetes mellitus (DM) and hypertension (HTN) through a high functioning team-based model of care delivery at the commune health station (CHS) level. Initiated successfully in five commune health stations, the program is slated to expand to six new commune health stations in its second year. The program is being implemented with the HCMC Department of Health.

Key duties and responsibilities:

The Program Assistant will be responsible for supporting the Abundant Health program in the areas of logistics, administrative procedures, and technical assistance to community engagement activities. The program assistant will work with the Program Manager, (Senior) Clinical Officer, (Senior) M&E, and other partners in addressing the following primary responsibilities:

- 1. Manage logistics for each program activity.**
- 2. Carry out program related administrative tasks.**
- 3. Establish and manage social networking and other interventions that engage community members in the HTN and DM care program at the CHS.**
- 4. Support evaluation activities, including form development, data collection, and compilation.**
- 5. Perform other relevant duties as required by the Program Manager.**

Qualifications for the position:

- Bachelor's degree with at least 2-year working experience. Experience must reflect the knowledge, skills, and abilities listed below.
- Experience in logistics and administration operation, process monitoring, data collection and reporting, graphic design and multi-media.
- Computer proficiency in MS Word, MS Excel, MS PowerPoint and Adobe Photoshop.
- Ability to multi-task and efficient use of work time.
- Strong organizational skills and attention to detail.
- Ability to solve problems and make decisions on your own.
- Ability to work independently as well as cooperate with a multi-cultural team.
- Creativity and willingness to learn and take the initiative.
- Excellent communication skills, both written and oral. Good written and spoken English.

FHI 360 offers a competitive salary and excellent benefits. Please send your curriculum vitae, letter of application specifying the position you are applying for, a list of three references (we only contact your reference with your consent), and copies of certificates/degrees by **June 8, 2017** 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

Only shortlisted candidates will be notified