

EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international, non-governmental organization that works with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services, to promote the health and wellbeing of the Vietnamese people, particularly vulnerable and marginalized populations. FHI 360 is currently implementing programs with government and private sector partners that address HIV prevention, care & treatment, drug treatment policy and practice, clinical research for the development of vaccines and drugs, maternal and child health and nutrition, diagnostics, and laboratory services.

We are currently seeking a qualified and highly motivated Vietnamese candidate to fill a role as a **Senior Communications and Knowledge Management (CKM) Officer**, based in **Hanoi**.

Major responsibilities:

- Work with the project leadership and technical units implementing the USAID SHIFT flagship HIV/PEPFAR program;
- Develop and/or implement a project communications and knowledge management (CKM) plan;
- Develop key communications deliverables and success stories for the project;
- Organizing events and all supporting materials, including field visits by US and Vietnamese government officials, workshops and meetings;
- Review and revise presentations and documents produced by technical units and partners to ensure their quality and alignment with USAID requirements;
- Engage and manage consultants and/or private firms to deliver a breadth of communications and knowledge management support;
- Maintain project website with regular updates;
- Serve as lead CKM representative for project, including to engage and manage relations with local media

Desired qualifications and experience:

- Bachelor's degree in Public Health, Development, Business, Marketing, Communications, Journalism, Public Relations, English and/or other job-related field or equivalent combination of education and work experience.
- At least five years work experience and master's degree preferred
- Demonstrated experience in communications and knowledge management, preferably within public health (especially HIV field) or development
- Outstanding interpersonal skills, with an ability to develop and maintain strong working relationships with staff and partners
- Superb attention to detail and commitment to quality
- Work experience with US government-funded programs (especially USAID) preferred
- Fluent in English and Vietnamese languages
- Strong computer skills in MS Office and experience using SquareSpace or other "DIY" websites preferred
- Ability to travel as required

FHI 360 offers a competitive compensation and excellent benefits.

Please send detailed curriculum vitae with letter of application in English by **October 29, 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

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