

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

Project Summary: Alive & Thrive (A&T) 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. A&T is scaling up improved infant and young child feeding (IYCF) 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 learned worldwide. A&T is funded by the Bill & Melinda Gates Foundation and the governments of Canada and Ireland. The initiative is managed by FHI 360.

Position Summary: Provide finance, administrative, operational and logistic support to the Alive & Thrive Southeast Asia team under the supervision of the Finance & Operations Manager. Assist with consolidation of reports, presentations and other documentation products in close collaboration with the Regional Program Director and project team, including translation services of project documents and at meetings with the Government and other partner organizations. The position is based in Ha Noi, Viet Nam.

The successful candidate will have the following qualifications and abilities:

- Minimum 2 years of experience with financial, administrative and programmatic support of projects.
- Prior work experience in a non-governmental organization (NGO), multilateral organization, government agency, or private company.
- Fluency in English and Vietnamese language, including experience with providing translation services.
- Good writing and documentation skills.
- Skillful in Customer Relations; Interpersonal & Communications.
- Has sensitivity to cultural diversity and understanding of the political, contextual, and ethical issues in assigned areas.
- Computer literate.

FHI 360 offers competitive salary and excellent benefits.

Please send detailed curriculum vitae in English by June 27, 2018 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.