

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:

- Ensure full project compliance with USAID and FHI 360 rules and requirements related to branding, marking, communications, knowledge management, and media
- Implement a project communications and knowledge management plan
- Ensure that key communications deliverables are developed and submitted on time and in alignment with donor guidelines, including weekly bullets succinctly describing project impact and outcomes for the donor (USAID)
- Ensure that, each quarter, at least one high-quality success story is produced on time and in line with donor guidelines, elucidating the project's value and impact on individual beneficiaries
- Organize events, 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, and/or engage and manage consultants to do so
- Engage and manage consultants and/or private firms to deliver breadth of CKM support
- Ensure that the project's TA Marketplace website is maintained with regular updates
- Provide technical guidance on social and behavioral communications (SBC) related to HIV
- Serve as lead CKM representative for the 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 required; master's degree preferred
- At least five years work experience
- Experience in HIV-related SBC and/or health communications preferred
- Demonstrated experience in communications and knowledge management, preferably within HIV
- Demonstrated experience engaging and managing consultants and/or firms
- Work experience with US government-funded programs (especially USAID) strongly preferred
- 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
- Fluent in English and Vietnamese, with excellent written and oral communication skills in both languages
- Computer literate with strong skills in MS Office
- Commitment to complying with all relevant rules and regulations

FHI 360 offers a competitive compensation and excellent benefits.

Interested candidates are invited to visit FHI 360's career page at <https://www.fhi360.org/careers> and apply the position ONLINE by **July 27, 2018**:

Only shortlisted candidates will be contacted for interviews.