

# EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international non-governmental organization that, in Vietnam, promotes the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. It works with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services to achieve project aims. FHI 360 is currently implementing programs to address HIV prevention, testing, and treatment, TB case finding and treatment, clinical research, anti-microbial resistance, health system strengthening, maternal and child health and nutrition, diagnostics and laboratory services.

We are currently seeking a qualified and highly motivated Vietnamese national candidate to serve as **Finance Manager for the USAID Support to End Tuberculosis project**, based in **Hanoi**.

## **Position description:**

The Finance Manager will provide leadership and oversight of all financial aspects for the TB program, including general financial management and processes, subaward financial management, and accounting. S/he will support the Chief of Party to manage the project's finance in compliance with FHI 360 policies and procedures, donor's rules and regulations, award requirements, and local laws.

## **Main responsibilities:**

- Oversee all aspect of the TB program budget development and management.
- Review and analyze monthly financial reports and pipelines.
- Perform the central role in subcontract development and management, including subcontract budget, obligations and expenditures, subcontract financial report.
- Manage the financial performance of the subcontracts.
- Provide accounting assistance, including orientation, and oversight as needed for implementing partners which have subcontracts with FHI 360.
- Ensure that the project maintains the highest financial standards for compliance and audit.
- Provide direction and guidance to local, consortium partner, and sub-contractor staff on financial compliance issues, financial requirements, and other administrative questions.
- Contribute to the development of high-quality work plans, and other deliverables required by the donor.
- Liaise with internal and external auditors in the review of project financial management.
- Performs other relevant duties as requested.

## **Experience and abilities for the position:**

- Bachelor's Degree in accounting, finance, business administration or related field is required. Master's Degree is preferred.
- Minimum 3-5 years of relevant experience, including 3 years in management role for health projects.
- Familiarity with USG rules and regulations for grants and contracts is required.
- Ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies;
- Analytical and results oriented; honest and accurate; mature and reliable.
- Auditing skill is an advantage.
- Computer literate with strong skills in use of MS office package (Word, Excel, and PowerPoint...).
- Well-developed communication skill in both Vietnamese and English.
- Ability to travel as necessary.

## **FHI 360 offers 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 16, 2020**. Selection and interview will be performed constantly and interested candidates are encouraged to apply as soon as possible.

*Only shortlisted candidates will be contacted for interviews.*