

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 **Operations Coordinator** to support the USAID Support to End TB activity. The project's goal is to support the Government of Vietnam to successfully detect, treat and prevent TB at all levels of the health system to ensure patients receive high quality, decentralized care without suffering catastrophic costs.

Position description and responsibilities

The Operations Coordinator will support project operations, procurement, travel and events logistics and will assist in the development and training of policies, procedures and practices. The Operations Coordinator will provide guidance and interpretation for project staff as well as vendors and grantees. **The position will be based in Hanoi.** Key duties of this position may include, but are not limited to the following:

- Manage and process procurements in accordance with USAID rules and regulations and FHI 360 procedures and policies, including assisting staff with requisitions and preparation of bid documents, bid invitations, evaluations, recommendations, approvals and placement of orders.
- Manage suppliers, cost, quality, and performance delivery.
- Process project consultant agreements and support invoice reconciliation.
- Maintain procurement files, including all necessary documentation, for goods and services purchase orders and consultancies,
- Submit periodic reports including annual procurement plans and maintain project procurement tracker and timeline in accordance with technical and operational needs of the project.
- Coordinate with partner organizations on matters relating to determining needs and their procurements.
- Act as liaison with accounting to assure purchase orders are paid as due and accounts are maintained currently.
- Support project travel and event logistics and coordination.
- Support management of inventory and ensure all durable good procured are properly tagged and included in the inventory, repairs are obtained as needed.
- Support the startup and closeout of Country Office projects.
- Train project staff as needed on processes, timelines and required information for procurements.
- Support the offices general services functions.
- Performs other duties as assigned.

Experience and abilities for the position

- Bachelor's degree in related fields.
- Minimum of 8 years of experience working in or with the NGO sector preferably with a large international development NGO.

- Familiarity with US government procurement and grants management policies and procedures, preferably at least three years experience.
- Demonstrated interpersonal skills, with an ability to develop and maintain strong working relationships with staff and partners.
- Superb attention to detail and commitment to quality.
- Excellent communication and organizational skills.
- Written and oral communication skills in both English and Vietnamese languages.
- Computer literate with strong skills in MS Office.
- 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 **October 31, 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.