

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.

Applicable for Vietnamese citizens only: We are currently seeking a qualified and highly motivated Vietnamese national candidate for the position of **Project Intern for the USAID EpiC Vietnam** project, based in **FHI 360 Hanoi office**. The position is for a duration of six months, expectedly from March 1 to August 31, 2021 and is compensated.

Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a five-year, global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID). USAID EpiC's goal is to deliver efficient, affordable, results-based technical assistance and direct services. Although global in reach, programs are tailored to local contexts and epidemic needs to effectively surge, scale, and sustain HIV services and systems for long-term epidemic control. USAID EpiC programs work with key populations including men who have sex with men, people who inject drugs, and sex workers as well as priority populations. In Vietnam, USAID EpiC works across the HIV cascade and provides robust above-site technical assistance to support strong and sustainable local responses.

Position Description:

The Project Intern will support the daily implementation of activities and ensure that the services and assistance provided by the project are timely and of high quality. The incumbent will utilize his/her efforts and competencies in English, marketing, research, and administration to support technical project staff and project leadership in the implementation of daily activities for the USAID EpiC Vietnam project, including but not limited to the following responsibilities:

- Designing online content and contribute to innovated strategy for using online reservation application for HIV services
- Researching project priorities and providing briefings to leadership
- Planning community-based events to increase uptake of HIV services
- Analyzing performance data from online social media campaigns
- Monitoring and maintaining the project file system
- Supporting the overall administration and coordination of the EpiC team
- Translating project deliverables both into English and Vietnamese
- Scheduling project calls and meetings, circulating agendas and taking minutes
- Additional duties may be assigned to align with incumbent's skills and interests

Qualifications and requirements:

- Bachelor's degree in English, health, marketing, social science, statistics, or related field
- Be a recent graduate (within the last two years) of a bachelor's or master's program
- Interest in international donor relations and/or working with people living with HIV or individuals at risk of HIV
- Enthusiasm for addressing Vietnam's HIV epidemic
- Willingness to take on new challenges and exceed expectations
- Proven ability to pre-plan critical actions, carry out actions in an efficient and timely manner
- Fluency in English, experience translating between English and Vietnamese preferred
- Excellent interpersonal and communication skills
- Proficiency in Microsoft Office, especially Microsoft PowerPoint, Excel, and Word

Application Deadline

Interested candidates are invited to send their detailed curriculum vitae with a letter of application in English to Vietnam.recruitment@fhi360.org by **February 17, 2021**.

Only shortlisted candidates will be contacted for interviews.