

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 **Programme Officer** for the Better Health Programme (BHP), based in **FHI 360 Hanoi office**.

Project Description:

BHP Vietnam is a 3.5-year programme funded by the UK Government's Prosperity Fund and aims to reduce non-communicable disease (NCD) burden in Vietnam by improving access to safe, quality care using equitable, ethical and sustainable approaches. The programme will accomplish this through the implementation of a set of activities in the following areas: 1) Strategies to Counter NCDs; 2) Education and Training, and 3) Provider Performance Improvement.

Position Description:

Under the direction of the BHP's Country Technical Lead (CTL), the Programme Officer (PO) will be responsible for providing technical and administrative support for the implementation of the activities under BHP. The PO will work with the BHP team, international and national experts and BHP's stakeholders. Specific responsibilities may include but are not limited to the following:

- Support the CTL in planning and implementing the programme activities based on the work plans and in coordinating the work with implementing partners and stakeholders.
- Provides necessary administrative, logistical and programmatic preparations and documentation for the implementation of programme activities in alignment with programme standards, guidelines and requirements, including planning, monitoring and reporting budgets for programme activities, working with the operation team for administrative and logistical preparation for programme activities, coordinating programme consultants.
- Supports the development of subcontracts, consulting agreements, and other contractual or procurement mechanisms that comply fully with FHI 360 and donor policies, procedures, and regulations.
- Support the MREL Specialist in collecting, compiling and analysing programme data and the routine application of data to continuous quality improvement of activities.
- Supports the engagements with government and other stakeholders, including making necessary logistical and programmatic preparations and documenting engagement outcomes.
- Prepare informal translations and may act as interpreter for the supervisors or visitors if required.
- Perform other relevant duties as required by the CTL.

Qualifications and requirements:

- A Bachelor's degree or higher in International Development, Public Health, Social Sciences or related fields;
- Thorough knowledge of programme planning, implementation and evaluation principles, practices and procedures. Demonstrated programme management skills;
- Must have at least three (3) years of relevant experience in coordinating intervention programme in the health sector and demonstrated the understanding of the health system in Vietnam; Experienced working in/with Government of Vietnam's agencies desirable;
- Experienced in project monitoring and evaluation, report writing and communication highly desirable.
- Demonstrated a high level of commitment and responsibility towards completing assignments efficiently, accurately and in a timely manner;
- Demonstrated ability to communicate effectively in both English and Vietnamese, orally and in writing;

- Proficient with various software applications (e.g. MS Excel, Word);
- Ability to travel as necessary (up to 30% of the time).

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 for the position ONLINE by **COB Mar 23, 2021**. Selection and interview will be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.

Only shortlisted candidates will be contacted for interviews.