

## 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.

[Alive & Thrive](#) (A&T) is a global nutrition initiative to save lives, prevent illness, and ensure healthy growth of mothers and children. From 2009-2014, A&T demonstrated that rapid improvements in infant and young child feeding (IYCF) are possible in settings as diverse as Ethiopia, Bangladesh, and Viet Nam. In 2014, A&T began working in Burkina Faso, India, Nigeria, and throughout the Southeast Asia region, expanding its scope to include maternal and adolescent nutrition, and using agriculture and social protection programs as delivery mechanisms for maternal, infant, and young child nutrition (MIYCN). Currently, A&T is leveraging its robust network and knowledge base to strengthen systems and build capacity in these and other countries across Africa and Asia, and disseminate innovations, tools, and lessons worldwide. A&T is managed by FHI 360 with funding from the Bill & Melinda Gates Foundation, Irish Aid, the Tanoto Foundation, UNICEF and the World Bank.

**Applicable for Vietnamese citizens only:** We are currently seeking qualified and highly motivated Vietnamese national candidate for the position of **Regional Program Associate for the Alive & Thrive Southeast Asia**, based in **Hanoi**. The position is hired for six-month duration, expectedly from 1 July 2021 to 31 December 2021.

### **Position Description:**

The **Regional Program Associate** provides program support for the Alive & Thrive initiative in Southeast Asia region.

### **Key Responsibilities:**

1. **Program support:** Provide program and coordination support to the A&T workplan management and execution. Support the program team with procurement, contract and payment process for partners and vendors. Support knowledge exchange activities, including planning and organization for learning visits for partners and donors.
2. **Documentation and Communication:** Contribute to the documentation, dissemination and reporting of the A&T activities, experiences and results for partner and donor updates, publications, social media and relevant communication channels.
3. **Technical assistance:** Provide technical and coordination assistance as appropriate and conduct field visits to increase the uptake of the A&T policy, advocacy, behavior change communications and breastfeeding-friendly health system approaches, tools, and materials. Support implementation of research and studies in collaboration with other team members, partners and contractors.
4. **Representation and engagement:** Represent A&T in working groups/networks and events as assigned with relevant local governments (national & subnational), health facilities, development partners, private sector.

**Qualifications and experience for the position:**

- Bachelor's degree, preferably in communications, nutrition, public health, law, social sciences, international development, human development, or related fields.
- At least one year of experience working in program support, preferable for non-profit organizations.
- Articulate, professional, and able to communicate in a clear, positive manner with team members and partners.
- Excellent communication, and organization skills are required. Must be able to read, write, and speak fluent Vietnamese and English.
- Proficiency in Microsoft Office, especially Microsoft PowerPoint, Excel, and Word

**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 **March 31, 2021**.

*Only shortlisted candidates will be contacted for interviews*