

# 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 **Monitoring and Evaluation Assistant, Strategic Information for the USAID Meeting Targets and Maintaining Epidemic Control (EpiC) project**, based in **Hanoi**. Current position will be funded through September 2021 with possibility for extension based on funding.

## **Main responsibilities:**

- Provide technical assistance to improve monitoring and evaluation (M&E) activities, plans, and data management for government and community partners.
- Perform data quality control activities for HIV outreach and testing program including data collection and ongoing quality checks.
- Support to conduct data quality assessments (DQA) activities.
- Support data collection, cleaning, and entry efforts to support all EpiC reporting requirements.
- Collect and manage all EpiC reporting deadlines, work with team and project leadership to ensure all requirements are met.
- Provide administrative and technological support to facilitate training activities, both in-person and virtual.
- Support research and knowledge management activities including response to ad hoc requests
- Develop charts that clearly visualize data in Excel, PowerPoint, and/or Power BI.
- Translate content from English to Vietnamese and Vietnamese to English for the Strategic Information team.
- Performs other relevant duties as requested.

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

- Bachelor's degree in statistics, medicine, public health or related field, advanced degree preferred.
- At least 2 years of experience working in professional environment, ideally related to public health.
- Knowledge of monitoring and evaluation standards for HIV projects and familiarity with USAID and PEPFAR programs and requirements preferred.
- Computer proficiency in word processing, databases and spreadsheets with advance skills in at least three of the following programs: SPSS, PowerPoint, Excel, Epi Info, Stata, SQL, and Power BI.
- Highly responsible, organized person with attention to details and able to work under pressure to meet deadlines.
- Ability to work well with teams, implementing agencies and government counterparts.
- Excellent written and oral communication skills in both Vietnamese and English.

## **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 the position ONLINE by **May 12, 2021**. Selection and interviews 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.*