

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 **Technical Assistant to the Continuity from Prevention to Treatment team on the USAID Meeting Targets and Maintaining Epidemic Control (EpiC) project**, based in Hanoi.

Main responsibilities:

- Support technical experts in HIV prevention, testing, and quality treatment to ensure that individuals at risk of HIV and living with HIV receive world-class services.
- Provide administrative and technological support to organize and facilitate training activities.
- Distribute and track use of commodities and develop reports in alignment with organizational and national guidelines.
- Coordinate with finance, operations, strategic information, and other project teams to improve efficiencies in data reporting, financial payments, and procurement.
- Follow up with partners to ensure timely and accurate reporting.
- Provide support to ensure team and partner efforts align with operations and financial requirements.
- Document team successes in reports, notices, presentations, and through online channels.
- Support research and knowledge management activities.
- Consolidate data and reports from sites for regular reporting and for ad-hoc request.
- Review program data and work with technical teams to address performance challenges.
- Translate content from English to Vietnamese and Vietnamese to English.
- Work with graphic design support team to ensure the team's communication materials align with EpiC brand and are user-friendly.
- Perform other relevant duties as requested.

Expected skills and experience:

- Bachelor's degree in medicine, public health, public administration, or related field, advanced degree preferred.
- At least 2 years of experience working in a 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, PowerPoint, Excel, experience with Outlook, SharePoint, and Microsoft Teams an advantage.
- Highly responsible, organized person with attention to details and able to work under pressure to meet deadlines.
- Passion to learn about HIV service delivery.
- 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 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 **June 20, 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.