

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; combatting trafficking in persons; tuberculosis case finding and treatment; clinical research; anti-microbial resistance; health system strengthening; non-communicable diseases; maternal and child health and nutrition; and diagnostic and laboratory services.

The Meeting Targets and Maintaining Epidemic Control (EpiC) project 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). EpiC Vietnam's goal is to deliver efficient, affordable, results-based technical assistance and direct services in HIV, combatting trafficking in persons, and COVID-19. EpiC is seeking a qualified and highly motivated Vietnamese candidate to serve as a **Project Assistant** for the COVID-19 initiative. This position will be based in **Hanoi**.

Main responsibilities:

- Conduct desk research in support of COVID-19 aims.
- Liaise with on the HIV team to support coordination across technical areas.
- Facilitate communication with implementing partners at different levels to collect their needs and responses.
- Develop requests for proposals, statements of work, and other documentation that supports procurement.
- Maintain project SharePoint folder and support teams to ensure all documents are organized.
- Translate documents from Vietnamese to English and English to Vietnamese.
- Take meeting notes and develop briefing documents.
- Support technical leads to develop presentations, reports, and other knowledge products promoting successes, lessons learned, and knowledge gained to advance the global COVID-19 response.
- Provide administrative support to ensure coordinated trainings (both virtual and in-person).
- Other duties as assigned.

Experience and abilities for the position:

- Bachelor's degree in project management, administration, medicine, public health or related field, advanced degree preferred.
- At least two years of professional work experience.
- Professional experience for nonprofit organizations, public health, or in international environments preferred.
- Strong organizational skills and ability to prioritize.
- Excellent written and oral communication skills in English and Vietnamese.

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 **September 30, 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.