

# 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.

We are currently seeking a qualified and highly motivated Vietnamese national candidate to serve as a **Coordinator/Senior Officer for Operations** to support the USAID Support to End Tuberculosis (TB) project, based in **Hanoi**. The project's goal is to support the Government of Vietnam to successfully detect, treat and prevent TB at all levels of the health system to ensure patients receive high quality, decentralized care without suffering catastrophic costs.

## **Position description and responsibilities**

The Coordinator/Senior Officer for Operations will support project operations, procurement, travel and events logistics and will assist in the development and training of policies, procedures and practices. S/he will provide administrative guidance and interpretation for project staff as well as vendors and grantees. Key duties of this position may include, but are not limited to the following:

- Manage and process procurements in accordance with USAID rules and regulations and FHI 360 procedures and policies, including assisting staff with requisitions and preparation of bid documents, bid invitations, evaluations, recommendations, approvals and placement of orders.
- Coordinate with partner organizations on matters relating to determining needs and their procurements.
- Manage suppliers, cost, quality, and performance delivery.
- Train project staff as needed on processes, timelines and required information for procurements.
- Maintain procurement files, including all necessary documentation, for goods and services purchase orders and consultancies,
- Support management of inventory and ensure all durable good procured are properly tagged and included in the inventory, repairs are obtained as needed.
- Submit periodic reports including annual procurement plans and maintain project procurement tracker and timeline in accordance with technical and operational needs of the project.
- Process project consultant agreements and support invoice reconciliation.
- Act as liaison with accounting to assure purchase orders are paid as due and accounts are maintained currently.
- Prepare travel arrangements, logistics and coordination for the project events or campaigns
- Support the offices general services functions.
- Performs other duties as assigned.

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

- Bachelor's degree or higher in related fields.
- Minimum 5 years of experience in procurement and logistics management in a large international development NGO. Prior experience in procuring health facilities is an advantage.
- Familiarity with US government procurement and grants management policies and procedures, preferably at least three years experience.

- Demonstrated interpersonal skills, with an ability to develop and maintain strong working relationships with staff and partners.
- Superb attention to detail and commitment to quality.
- Excellent communication and organizational skills.
- Written and oral communication skills in both English and Vietnamese languages.
- Computer literate with strong skills in MS Office.
- Ability to travel as necessary.

**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 **November 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.*