

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, combatting trafficking in persons, clinical research, anti-microbial resistance, health system strengthening, maternal and child health and nutrition, and diagnostics and laboratory services.

We are currently seeking qualified, experienced, and highly motivated candidate for the position of **Deputy Chief of Party for the USAID Support to End Tuberculosis project** based in **Hanoi**.

Position Description

The Deputy Chief of Party will report to and assist the Chief of Party with all responsibilities, including the development and implementation of the USAID Support to End Tuberculosis project's vision, strategy, and technical direction. The Deputy Chief of Party will serve as the secondary liaison with USAID. S/he will oversee project management and successful delivery in-line with agreed upon workplan and targets, lead the development of project activities, timelines, and budgets in close coordination with the Chief of Party, ensure submission of high-quality deliverables, and supervise team project delivery and workloads. The Deputy Chief of Party will assist the Chief of Party with all aspects of program performance, both technical and managerial, and ensure that procedures are adhered for activity development, implementation, monitoring, evaluation, procurement, budgeting and financial accounting. S/he will work with the Chief of Party to supervise the recruitment, hiring, and for supervision of local staff and consultants.

Main Responsibilities

- Assist the Chief of Party with strategic and operational planning, including work planning, and ensure compliance with all reporting requirements of USAID and FHI 360.
- Assist the Chief of Party in creating and maintaining good working relationships with USAID, Government of Vietnam counterparts, implementing partners, and other TB stakeholders
- Manage the technical team ensuring close coordination and collaboration between the project's work streams and partner organizations
- Review, ensure and provide support for timely implementation of the project's implementation plan, strategies and approaches, monitoring, evaluation, and learning (MEL) plan environment mitigation and monitoring plan (EMMP) and Gender Equity and Social Inclusion (GESI) plan with high quality.
- Manage the development of sub-agreements, contracts, amendments and annual work plans including activities, budgets and implementation plans and monitor subprojects to ensure that implementation is conducted in a timely and technically sound manner.
- Review and ensure that sub-agreements, contracts and amendment documents meet the program and technical requirements and maintain quality assurance before execution by the Chief of Party.
- Prepare program reports, briefs and other communication and reporting requirements for FHI 360, USAID, and Government of Vietnam.
- Provide support and guidance to ensure that country program and subproject work plan activities are conducted as planned, targets and technical requirements are met, and deliverables completed in accordance with requirements, and are as per the national guidelines and project's standard operating procedures.
- Support the Chief of Party to ensure appropriate levels of technical assistance are secured and the project's technical quality, expertise and contribution is recognized.
- Facilitate and ensure supportive supervision and monitoring are regularly planned and implemented and ensure issues and actions identified from the supervision visits are shared and addressed in time.
- Review project's progress tracking on regular basis and ensure that the project's achievements are on track. Ensure routine project data are regularly analyzed, visualized and used for program improvement.
- Ensure capacity building needs of implementing partners are assessed and capacity building activities are planned, implemented and monitored.

General requirements for the position

- Bachelor's degree required. Doctor of Medicine degree, PhD in a relevant field of study, or MPH preferred.
- Over fifteen years of experience of technical leadership in public health, HIV/AIDS and TB in Vietnam, including a thorough understanding of the TB system and policies and regulations of government counterparts.
- Demonstrated success in managing and implementing high-volume USAID and other donor-funded projects in complex settings, with specific experience working with government counterparts, international donors, and local organizations to strengthen the health sector
- Prior experience working in Vietnam and/or knowledge of the Vietnam health sector
- Strong critical thinking and problem-solving skills to plan, organize, and manage resources for successful completion of projects.
- Excellent oral and written communication skills in English and Vietnamese.

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 **January 20, 2022**. Selection and interviews may be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.

Only shortlisted candidates will be contacted for interviews.