

# 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, combatting trafficking in persons, non-communicable diseases, maternal and child health and nutrition, diagnostics and laboratory services.

We are currently seeking a qualified, experienced, and highly motivated candidate for the position of **Technical Officer, Strategic Information (SI)** to support FHI 360's programs, based in our office in **Ho Chi Minh City**. Final title will be determined based on education and experience.

## **Position description:**

The Technical Officer for Strategic Information plays a key role in assisting the Strategic Information Unit to strengthen monitoring and evaluation (M&E) systems and perform research and surveillance activities across technical units and FHI 360 supported programs. The Officer will provide technical assistance on strategic information to implementing partners focusing on HIV epidemic responses. The Officer will also coordinate development, testing, and support the implementation of customized health information systems (HIS) and tools that support robust data collection, monitoring, and epidemic surveillance.

## **Key duties and responsibilities:**

- Collect, clean, monitor, and analyze data related to HIV interventions.
- Provide training and technical support on M&E activities.
- Design and deliver capacity-building trainings to improve data collection and HIS.
- Lead project data quality assurance (DQA) activities in alignment with USAID regulations.
- Support clinics, provinces, and the national government to use HIS to collect data on HIV.
- Build internal capacity to use data for decision making and to extract relevant reports from HIS.
- Review existing data systems and make recommendations for improvements.
- Support provincial continuous quality improvement and knowledge management efforts.
- 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.
- Cultivate strong working relationships across FHI 360 programs and units, GVN institutions, PEPFAR and other key stakeholders, providing technical support as needed or required.
- Performs other relevant duties as requested.

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

- Master's degree in health, epidemiology or biostatistics or other relevant area .
- A minimum of two year's relevant experience and ability to analyze large datasets to extract project insights.
- Knowledge and experience in HIV project activities preferred.
- Well-developed written and oral communication skills in both Vietnamese and English.
- Ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies and the media communities.
- Computer proficiency in word processing, databases, and spreadsheets with advanced skills in at least two of the following programs: Excel & Power Query (must), Power BI, SPSS, SQL, Stata, Epi Info.
- 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 **July 1, 2022**. Selection and interview will be performed constantly and interested candidates are encouraged to apply as soon as possible.

*Only shortlisted candidates will be contacted for interviews.*