

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; 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 focused on HIV, COVID-19, and combatting trafficking in persons using funding from the President's Emergency Plan for AIDS Relief and the United States Agency for International Development. EpiC is seeking a qualified and highly motivated Vietnamese candidate to serve as a **Project Assistant** based in **Hanoi**.

Main responsibilities:

- Create and maintain organizational systems to support team coordination including SharePoint and Google Drive.
- Support the development of statements of work, requests for quotes, and consultant agreements.
- Coordinate internal and external schedules.
- Take meeting notes and support the use of technology during meetings.
- Provide additional support to various technical teams during surges in workload.
- Translate documents from Vietnamese to English and English to Vietnamese.
- Update and disseminate key project documents including organizational charts and team calendars.
- Track inventory and complete reconciliation documentation.
- Work with technical teams and partners to execute events and manage project reimbursements.
- Coordinate the development of presentations and reports.
- Provide administrative support to EpiC teams.
- Other duties as assigned.

Experience and abilities for the position:

Requirements

- Bachelor's degree in project management, administration, social work, public health, or related field
- Strong organizational skills and ability to prioritize
- Interest in learning new skills as part of a dynamic team
- Excellent written and oral communication skills in English and Vietnamese
- Ability to travel as needed

Preferred

- Advanced degree in relevant subject area
- Professional experience working with an international organization; experience working in HIV, COVID, or combatting trafficking in persons
- Experience in data visualization

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 **August 21, 2022**. 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.