

# 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; COVID-19; 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 seeking qualified and highly motivated Vietnamese candidates to fill the **Project Assistant** position for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam, based in **Hanoi**.

## **Project Description:**

FHI 360 seeks a full-time **Project Assistant** for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam (FF). The Country Grant will address critical gaps in the surveillance of antibiotic resistant bacteria in Vietnam. This grant will support the implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on a selected number of AMR surveillance sites in the animal health (AH) sector. We will work closely with local entities that are already involved in AMR/AMU surveillance, oversight and improvement activities, local and national Technical Working Groups, national and regional reference laboratories for animal health, other government and national and international non-government stakeholders, and Mott MacDonald - the Fleming Fund Management Agent.

## **Job Summary / Responsibilities:**

This position will utilize his/her efforts and competencies in administration, logistics and operations to support the FF technical project team in specific responsibilities as follows:

- Support Fleming Fund project manager and staff in the implementation of daily activities and AMR activities for the FF-VN project.
- Work closely with project staff and with government agencies and partners to provide support to conduct relevant meetings, prepare meeting minutes, document findings and recommendations from the project activities with the partners and government agencies
- Work alongside with FF technical team to organize meetings, workshops, training, advocacy, and surveillance conducted by the FFP.
- Coordinate travel authorization requests and completion of travel expense reports such as selecting venues for meetings and arranging the booking of the venue, coordinating travel arrangements, collecting receipts, managing the SP site for the project including uploading documents and managing folders, supporting the preparation of purchase orders, etc.
- Schedule project calls and meetings as requested by the project team, circulate agendas and take minutes.
- Translate relevant project documents, training materials, etc. from English to Vietnamese and vice versa
- Maintaining a suitable project filing system and assisting in the preparation/combination of project reports and documents.
- Communicate with stakeholders and partners about required documentation and collect project documents for verification and filing.
- Other duties as requested.

## **Qualifications:**

- Degree in international development, public health, social science, business, economics, marketing, public relations, or related field preferred.
- At least 2 years of experience in administration activities, preferably in NGOs and international development organization. Experienced working in/with Government of Vietnam's agencies desirable;
- Basic knowledge of project planning, implementation and evaluation principles, practices and procedures.
- Good command of written and verbal communication and presentation skills in both Vietnamese and English. Interpretation for simple meetings and technical seminars is preferable.
- Strong interpersonal and communication skills.

- Ability to focus on results. Ability to multi-task and perform under pressure. Ability to work collaboratively with others to deliver results;
- Proficiency in Microsoft Office.

**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 **15 February 2023**. 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.*