

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 currently seeking qualified and highly motivated Vietnamese candidates to fill in the **Program Manager** position for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam, based in **Hanoi**.

Project Description:

FHI 360 seeks a **Program Manager** for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam (FF CGV). The Country Grant will address critical gaps in surveillance of antibiotic resistant bacteria in Vietnam. This grant will support implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on 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 technical, operational, and project management competencies in public health program management and infectious diseases to provide technical assistance and support to the FF CGV team and sub-partners. S/he will collect, compile, and analyze information relevant to the project and provide administrative and project support, in addition to communication efforts related to program management and execution in specific responsibilities as follows:

- Support Technical Leads to coordinate, plan for, monitor, and report on project activities and deliverables implemented by FHI 360 and our sub-partners
- Monitor the implementation of the project work plan and detail activities including sub-grantees' contract, financial & budget management per timeline, donor guidelines and the management agent requirements
- Support sub-grantees to monitor and implement project work plan, process the approval for project approval extension/approval, procurement, training/meeting
- Coordinate the interaction and activities with national leaders, the Fund Management Agent and other government and non-governmental stakeholders
- Oversight and overall implementation of the program activities in regards to planning, monitoring progress, activities budget management, reporting and administration.
- Provide HQ project management with updates/reports on a regular or ad-hoc basis.
- Support the development of periodic work plans, monitoring plans and progress reports for timely submission and approval
- Support the FF CGV team to set-up, implement, and report technical meetings, technical working groups, and training planned under the project
- Facilitate the process to prepare and submit project-related documents and reports as per the national, regional and global standards and donor requirements
- Collect, compile, and analyze information relevant to the project and provide administrative and project support
- Ensure compliance with internal and external regulations for duties performed.
- Support the monitoring of the project budget and schedule requirements.
- Provide support to program management teams, administratively and technically, such as troubleshooting, updates to work plans, travel coordination and program activities monitoring.
- Supports program/project to provide high quality deliverables to clients.

- Documents and shares project accomplishments, challenges, and lessons learned among internal and external partners
- Ensure the project internal SharePoint site is maintained, organized, and up to date
- Supports other related program objectives and deliverables;
- Other duties as requested.

Qualifications:

- Degree in the following areas: Public Health, health, Knowledge/Information Services, Communications, Education, Environment, Health, Behavioral, Life/Social Sciences, International Development, Human Development or related field. Master's or PhD degrees preferred.
- 5-8 years of experience in human health or a related area, experience with program management, US Government rules and regulations preferred. Experienced working in/with the Government of Vietnam's agencies desirable;
- Articulate and professional and able to communicate in a clear, positive fashion with government, national and international non-government stakeholders and staff;
- Must be able to read, write, and speak fluent English;
- Prior team lead experience preferred.
- Prior work experience in a non-governmental organization (NGO), government agency, or private organization.
- International or Program Development or Program management preferred.
- Sensitivity to cultural differences and understanding of the ethical issues surrounding research and surveillance
- 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.