

# 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; anti-microbial resistance; health system strengthening; maternal and child health and nutrition; and diagnostic and laboratory services.

FHI 360 manages the Meeting Targets and Maintaining Epidemic Control (EpiC), a global project focused on HIV, COVID-19, global health security, and combatting trafficking in persons using funding from the United States Agency for International Development (USAID). EpiC is seeking a qualified and highly motivated Vietnamese candidate to serve as a **Project and M&E Specialist (or Senior Officer)** based in **Ho Chi Minh City or Hanoi**. Final title and responsibilities will be based on skills and experience.

The **Senior Officer or Specialist** will be expected to provide programmatic and research methods oversight to various surveys and assessments under EpiC. The individual will need to work independently and with various teams to ensure deliverables within their purview are on-time, on-budget, technically sound, and relevant.

## **Main responsibilities:**

### *Management of Assessments and Surveys (~70%)*

- Alongside subject matter experts, create surveys and other data collection tools.
- Create scopes of work and other procurement documents to source survey and assessment vendors.
- Coordinate stakeholders including the donor and government to understand assessment needs.
- Oversee consultants and coordinate technical staff contributions to surveys and assessments.
- Ensure relevant project deliverables are on-time and on-budget.
- Facilitate stakeholder meetings, key informant interviews, and focus groups.
- Understand and leverage available tools, trainings, and human resources.
- Develop literature reviews, summary reports, manuscripts, presentations, and other knowledge products.

### *Monitoring and Evaluation (~30%)*

- Manage routine reporting of program data for EpiC's combatting trafficking and COVID.
- Define and modify custom indicators to ensure data tracking supports decision making.
- Record data in organizational and donor-owned systems.
- Coordinate with other monitoring and evaluation staff in the country office and HQ to ensure synergies and alignment with national and international criteria.
- Contribute to work plan development in area of technical expertise.
- Other duties as assigned.

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

- Bachelors' Degree or its international equivalent in project management, public health, medicine, statistics, research, or related field. Advanced degree preferred.
- A minimum of 5 years' experience in research including qualitative and quantitative research.
- Exceptional skills with Microsoft Excel, Word, and PowerPoint.
- Technical expertise in health system strengthening, medicine, or combatting trafficking in persons.
- Experience with USAID or other international donor-funded projects.
- Well-developed written and oral communication skills in both Vietnamese and English.
- 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 **September 27, 2023**. 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.*