

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, COVID-19, anti-microbial resistance, health system strengthening, combatting trafficking in persons, non-communicable diseases, maternal and child health and nutrition, diagnostics, and laboratory services.

The Meeting Targets and Maintaining Epidemic Control (EpiC) project is a global project focused on HIV, global health security, 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 motivated Vietnamese candidate to serve as a **Monitoring and Evaluation (M&E) Officer or Assistant** based in **Hanoi**.

Main responsibilities:

- Provide training and technical support to improve M&E activities including planning, data collection, and data management for government and community partners.
- Perform data quality control activities for HIV/AIDS program including data collection and ongoing quality checks.
- Support and conduct project data quality assessments (DQA) activities.
- Support data collection, cleaning, and entry efforts to support all EpiC reporting requirements.
- Track reporting deadlines, work with team and project leadership to ensure all requirements are met.
- Support the use of data to inform decision making within the project and with partners.
- Provide administrative and technological support to training activities.
- Support research and knowledge management activities including response to ad hoc requests.
- Cultivate strong working relationships within EpiC, with Government, with the donor, and with other key stakeholders, providing technical support as needed or required.
- Develop charts that clearly visualize data in Excel, PowerPoint, and/or Power BI.
- Translate content from English to Vietnamese and Vietnamese to English.
- Performs other relevant duties as requested.

Experience and abilities for the position:

- Bachelor's degree in statistics, public health, or relevant areas. Advanced degree preferred.
- Experience working in a professional environment, ideally related to public health.
- Knowledge of monitoring and evaluation standards for HIV projects and familiarity with USAID and PEPFAR programs and requirements preferred.
- Well-developed written and oral communication skills in both Vietnamese and English.
- Organized person with attention to detail and ability to thrive under pressure.
- Ability to work well with teams, implementing agencies and government counterparts.
- Computer proficiency in word processing, databases, and spreadsheets with advanced skills in at least two of the following programs: Excel & Power Query, 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 for the position ONLINE by **October 6, 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.