



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 a qualified, experienced, and highly motivated candidate for the position of **Project Assistant for the USAID Support to End Tuberculosis project**, based in **Hanoi**. The project's primary goal is to support the Government of Vietnam to successfully detect, treat and prevent TB and to ensure patients receive high quality care without suffering catastrophic costs. The project prioritizes innovation and impact by strengthening three pillars of TB response: service delivery platforms, accessibility, and local ownership.

Position Description:

The Project Assistant will serve as key staff providing administrative and logistical support to the USAID-SET project team. Key responsibilities include coordinating meetings and events, managing travel arrangements, translating project documents, organizing project files, supporting purchase requests, and providing administrative support to SET teams. The assistant will also track inventory, manage project reimbursements, and provide additional support to technical teams as needed.

Key duties and responsibilities:

- Providing administrative support to SET teams.
- Collaborating with technical teams and partners to support the coordination of meetings, workshops, training sessions, and advocacy activities.
- Supporting technical teams in monitoring and synthesizing TA reports and training
- Scheduling project calls and meetings, preparing meeting agendas, and taking minutes.
- Translating project documents and training materials from English to Vietnamese and vice versa.
- Communicating with partners about required documentation and collecting project documents for verification and filing.
- Creating and maintaining organizational project filing system including SharePoint and Google Drive and assisting in the preparation/combination/uploading of project reports and documents. Printing, photocopying, or scanning documents if required.
- Support the development of statements of work, requests for quotes, and consultant agreements.
- Collaborating with technical teams and partners to execute events and manage project reimbursements.
- Tracking inventory and completing the transfer of equipment or materials and documents to partners according to FHI 360 procedures.
- Supporting the preparation of purchase request, and input purchase requisition in DPA
- Providing additional support to various technical teams during surges in workload.
- Undertaking other duties as assigned.

Experience and abilities for the position:

Requirements

- A Bachelor's degree in project management, administration, social work, public health, or a related field.
- Strong organizational skills and the ability to prioritize tasks effectively.
- Proficiency in Microsoft Office.
- A strong interest in learning new skills and working as part of a dynamic team.
- Excellent interpersonal skills and the ability to work well with all project staff, implementing agencies, GNV counterparts, donor agencies, and community members.
- Excellent written and verbal communication skills in both English and Vietnamese.
- Willingness to travel as needed.

Preferred

- Advanced degree in the relevant subject area
- Professional experience working with an international organization; experience working in TB, HIV.
- 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 **October 15, 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.*