



**TITLE:** Deputy Chief of Party – USAID Vietnam Global Health Security Program  
**REPORTS TO:** Chief of Party  
**LOCATION:** Vietnam

FHI 360 is an international non-governmental organisation that, in Vietnam, promotes the health and well-being of the Vietnamese people, particularly vulnerable and marginalised 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.

We are currently seeking qualified candidates for the position of **Deputy Chief of Party (DCOP)** for the anticipated multi-year **USAID Vietnam Global Health Security Program project**. The goal of the USAID Vietnam GHS Program is to Strengthen Vietnam's capacity to effectively prevent, detect and respond to epidemic-prone emerging infectious diseases at all levels through a One Health (human, animal, and environmental) approach towards controlling priority global health security threats. The priority technical areas include 1) Preventing avoidable outbreaks; 2) Detecting threats early; and 3) Responding rapidly and effectively.

Recruitment is contingent upon the successful award of the project to FHI 360 and the final USAID approval of the candidate.

#### **Main responsibilities**

The Deputy Chief of Party will report to and assist the Chief of Party in providing technical leadership to all project activities, including the development and implementation of the USAID Vietnam Global Health Security Program project's vision, strategy, and technical direction. The Deputy Chief of Party will serve as the secondary liaison with USAID. S/he will oversee project management and successful delivery in line with agreed-upon work plans and targets, lead the development of project activities, timelines, and budgets in close coordination with the Chief of Party, ensure submission of high-quality deliverables, and supervise team project delivery and workloads. The Deputy Chief of Party will assist the Chief of Party with all aspects of program performance, both technical and managerial, and ensure that procedures are adhered to for activity development, implementation, monitoring, evaluation, procurement, budgeting and financial accounting. S/he will work with the Chief of Party to supervise the recruitment, hiring, and supervision of local staff and consultants. Specific responsibilities may include but are not limited to the following:

- Leads and provides technical direction for project efforts that strengthen Vietnam's capacity to effectively detect, prevent, and respond to epidemic-prone emerging infectious diseases
- Oversees the design, development, planning and implementation, and provides oversight and ensures technical quality of the project's technical strategies and activities
- Manage the technical team ensuring close coordination and collaboration between the project's work streams and partner organizations
- Review, ensure and provide support for timely implementation of the project's implementation plan, strategies and approaches, monitoring, evaluation, and learning (MEL) plan environment mitigation and monitoring plan (EMMP) and Gender Equity and Social Inclusion (GESI) plan with high quality.
- Manage the development of sub-agreements, contracts, amendments and annual work plans including activities, budgets and implementation plans and monitor subprojects to ensure that implementation is conducted in a timely and technically sound manner.
- Review and ensure that sub-agreements, contracts and amendment documents meet the program and technical requirements and maintain quality assurance before execution by the Chief of Party.



- Prepare program reports, briefs and other communication and reporting requirements for FHI 360, USAID, and the Government of Vietnam.
- Support the Chief of Party to ensure appropriate levels of technical assistance are secured and the project's technical quality, expertise and contribution is recognized.
- Facilitate and ensure supportive supervision and monitoring are regularly planned and implemented and ensure issues and actions identified from the supervision visits are shared and addressed in time.
- Review the project's progress tracking on regular basis and ensure that the project's achievements are on track. Ensure routine project data are regularly analyzed, visualized and used for program improvement.
- Ensure capacity building needs of implementing partners are assessed and capacity-building activities are planned, implemented and monitored.
- Assist the Chief of Party in creating and maintaining good working relationships with USAID, Government of Vietnam counterparts, implementing partners, and other stakeholders
- At the request of the COP, represents the project at national and international fora, including technical and investment conferences, policy briefings, networking events, etc.
- Serves as the acting Chief of Party in the absence of the Chief of Party

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

- Master's degree or its international equivalent or higher in global health, human health/medicine, animal health/veterinary medicine, environmental health or other related fields
- At least 12+ years of professional experience in one or more of the following: outbreak response, One Health, infectious disease epidemiology, AMR, lab sciences, surveillance or health systems strengthening, preferably in Vietnam
- Knowledge of and experience with policy advocacy with local government officials at the central and provincial levels, as well as experience working with NGOs, civil society and other stakeholders to implement policy advocacy to support strategy development, decision making and project implementation
- Demonstrated success in managing and implementing high-volume USAID and other donor-funded projects in complex settings, with specific experience working with government counterparts, international donors, and local organizations to strengthen the health sector
- Proven experience working with relevant government officials/entities to affect policy reform on global health security and experience representing projects at high levels of policy engagement at a regional level
- Excellent oral and written communication skills in English; fluency in Vietnamese language preferred

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 **January 5, 2024**.

*Only shortlisted candidates will be contacted for interviews*