



TITLE: Deputy Chief of Party (DCOP)
REPORT TO: Chief of Party (COP)
LOCATION: Hanoi, Vietnam

FHI 360 is an international non-governmental organization operating in Vietnam to promote the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. We work with the Vietnam Ministry of Health and other national bodies, as well as provincial and district-level health services to address systemic health challenges. FHI 360's portfolio has involved addressing 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 (COP)** for the multi-year **USAID Strengthening Local Health Security Activity**. The goal of the USAID Vietnam Strengthening Local Health Security Activity is to strengthen Vietnam's capacity at the sub-national levels to effectively prevent, detect, and respond to epidemic-prone emerging infectious diseases (EID) through One Health (human, animal, and environmental) approaches to achieve Global Health Security (GHS) targets for zoonotic diseases (ZD), EID surveillance and response, and risk communications and community engagement (RCCE).

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 Strengthening Local Health Security Activity'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:

- Lead and provide technical direction for project efforts that strengthen Vietnam sub-national stakeholders' capacity to effectively detect, prevent, and respond to epidemic-prone emerging infectious diseases
- Oversee 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 production and implementation of the project's implementation plan, strategies and approaches, Monitoring, Evaluation, Research and Learning (MERL) plan, environment mitigation and monitoring plan (EMMP), and Gender Equity and Social Inclusion (GESI) plan.



- Manage the development and ensure oversight of sub-agreements, contracts, amendments and annual work plans including activities, budgets and implementation plans of consortium partners; Ensure that sub-agreements, contracts and amendment documents meet the program and technical requirements and maintain quality assurance.
- 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.
- Serve 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 animal health/veterinary medicine, global health, human health/medicine, environmental health or other related fields
- At least 10 years of professional experience in at least one of the following: outbreak response, One Health, infectious disease epidemiology, epidemic-prone emerging infectious diseases (EID) through One Health (human, animal, and environmental), AMR, lab sciences, EID surveillance and response, health systems strengthening, zoonotic diseases (ZD), risk communications and community engagement (RCCE).
- 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 15, 2024**.

Only shortlisted candidates will be contacted for interviews