

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 and TB prevention, testing, and treatment; combatting trafficking in persons; COVID-19; anti-microbial resistance; health system strengthening; non-communicable diseases; maternal and child health and nutrition; and diagnostic and laboratory services.

The Meeting Targets and Maintaining Epidemic Control (EpiC) 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 (PEPFAR) and the United States Agency for International Development (USAID). EpiC is seeking a qualified and motivated Vietnamese candidate to serve as a **Project Assistant – HIV Care and Treatment** based in **Hanoi or Ho Chi Minh City**.

Main responsibilities:

- Provide administrative support to the Care and Treatment team, including logistic arrangement for trainings, workshops, visits and events
- Translate or review the translation of technical and clinical documents from Vietnamese to English and English to Vietnamese.
- Contribute to the development and delivery of trainings and technical materials that advance HIV treatment outcomes.
- Support the development of statements of work, requests for quotes, and consultant agreements
- Work with the partners and/or consultants and Operations and/or Human Resources Teams to proceed payment
- Support the development of budgets, purchase requisition and other financial paperwork
- Other duties as assigned.

Experience and abilities for the position:

Requirements

- University degree in social works, business administration, or related field, preferably with a background in public health
- At least 2 years of experience working in a professional environment, ideally related to public health
- Strong administrative and organizational skills and ability to prioritize
- Excellent written and oral communication skills in both Vietnamese and English.
- Computer proficiency in Word, PowerPoint, Excel, experience with Outlook, SharePoint, and Microsoft Teams an advantage
- Highly responsible, organized person with attention to details
- Knowledge of the Vietnamese health system, international donors, and/or HIV a plus
- 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 **January 20, 2024**. 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.