

## 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; anti-microbial resistance; health system strengthening; maternal and child health and nutrition; and diagnostic and laboratory services.

The Meeting Targets and Maintaining Epidemic Control (EpiC) project is an eight-year, 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 highly motivated Vietnamese candidate to serve as the **Deputy Director, Management** based in **Hanoi or Ho Chi Minh City**. This individual will report to the Project Director and oversee the project management.

### **Main responsibilities:**

#### *Portfolio Management (~60%)*

- Develop and manage work plans, reporting, and budgets, ensuring activities are delivered on-time, within budget, and in accordance with USAID and FHI 360 policies.
- Oversee the development, execution, and monitoring of project subawards and large procurements in collaboration with EpiC's headquarters portfolio management team. Manage staff responsible for project management, communications, knowledge management, and more.
- Develop and implement solutions for administrative, business, and/or functional challenges to maximize efficiency and effectiveness.
- Ensure consistency in project staffing and resourcing efforts.
- Facilitate cooperation between stakeholders to achieve project aims.
- Lead organizational development efforts to ensure a diverse, inclusive, collaborative and innovative team.
- Ensure local alignment with global safeguarding standards.
- Build and manage relationships with senior government leaders at the national and provincial level.

#### *Representation (~20%)*

- In collaboration with the Deputy Director, Technical, serve as acting Project Director in their absence.
- Manage stakeholder relationships with the donor, FHI 360 headquarters, and Government of Vietnam and serve as the senior representative with these stakeholders.
- Oversee the execution of events for high-level stakeholders from the US and Vietnamese governments.
- Prepare and deliver reports and presentations on project progress.

#### *Technical Leadership (~20%)*

- Engage in business development efforts and oversee the creation of new business areas.
- Ensure available budget and management procedures are in place to allow the project to meet international best practice standards, innovate, and respond to urgent requests or emerging evidence.
- Lead management inputs to annual work plan and ad hoc implementation/action planning.
- Perform other relevant duties as requested.

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

- Minimum of a Bachelor's degree in public administration, public health, medicine, communications, or related field.
- Minimum 10 years of relevant work experience, with demonstrated experience in managing complex health and development projects including at least 3 years in a senior management role.
- Thorough understanding of international NGOs.
- Project management certification preferred
- Ability to work well with teams, implementing agencies, government counterparts, and USAID or other international donor(s).
- Well-developed written and oral communication skills in Vietnamese and English.
- Ability to travel up to 30%.

### **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 **February 6, 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.*