

## 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 projects 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 seeking qualified and highly motivated Vietnamese candidates to fill the **Project Coordinator** position for the Fleming Fund Country Grant for Vietnam - Tackling Antimicrobial Resistance in Vietnam, based in **Hanoi**.

### **Project Description:**

FHI 360 seeks a **Project Coordinator** for an anticipated The Fleming Fund Country Grant for Vietnam—Tackling Antimicrobial Resistance in Vietnam (FF). The Country Grant will address critical gaps in the surveillance of antibiotic-resistant bacteria in Vietnam. This grant will support the implementation of national plans for antimicrobial resistance (AMR) surveillance and will focus on a selected number of AMR surveillance sites. We will work closely with local entities that are already involved in AMR surveillance, AMR/AMU oversight and improvement activities, local and national Technical Working Groups and national and regional reference laboratories for human and animal health, participating AMR/AMU surveillance sites, and other government and national and international non-government stakeholders, and UN agencies as well as Mott MacDonald, The Fleming Fund Management Agent.

### **Job Summary / Responsibilities:**

This position will be responsible for activities related to providing technical assistance and support to the FF team and sub-partners. Specific responsibilities may include but are not limited to:

- Support the Project Lead to coordinate, plan for, monitor, and report on project activities and deliverables implemented by FHI 360 and our sub-partners.
- Oversight and overall implementation of the project work plan and detailed activities including sub-grantees contract, financial & budget management per timeline, donor guidelines and the management agent requirements.
- Support the monitoring of the project budget and schedule requirements.
- Support sub-grantees to monitor and implement project work plan, process the approval for project approval extension/approval, procurement, training/meeting.
- Coordinate the interaction and activities with national leaders, the Fund Management Agent and other government and non-governmental stakeholders.
- Support the development of periodic work plans, monitoring plans and progress reports for timely submission and approval.
- Support the FF team to set up, implement, and report technical meetings, technical working groups, and training planned under the project.
- Facilitate the process of preparing and submitting project-related documents and reports as per the national, regional and global standards and donor requirements.
- Managing consultancy process including hiring process, following up with consultants' timelines and deliverables and payment processing;
- Supporting FFP project staff in the budget request and procurement process for technical activities;
- Other duties as requested by the Project Lead./.

## **Qualifications and requirements**

Master's Degree in the following areas: Public Health, health, Knowledge/Information Services, Communications, Education, Environment, Health, Behavioral, Life/Social Sciences, International Development, Human Development or related field with 5 to 8 years of experience in human health, animal health or a related area, experience with project management.

- Articulate and professional and able to communicate in a clear, positive fashion with government, national and international non-government stakeholders and staff;
- Prior project coordination experience and demonstrated program management skills are preferred.
- Ability to communicate and coordinate with government, national and international non-government stakeholders, and UN agencies.
- Experienced working in/with the Government of Vietnam's agencies desirable;
- Must be able to read, write, and speak fluent English;
- Sensitivity to cultural differences and understanding of the ethical issues surrounding research and surveillance
- Proficiency in Microsoft Office.

## **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 for the position ONLINE by **22 March 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.*