

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 **Communications Officer** based in **Hanoi or Ho Chi Minh City**.

This position is funded from April 1 through September 30, 2024 with the possibility for extension based on funding availability.

Main responsibilities:

- Coordinate internal teams and external stakeholders (community-based organizations, government partners, vendors, creative agencies) to implement communication activities and events
- Develop and provide trainings on communication skills
- Craft communication campaigns aimed at combatting stigma and discrimination around mental health, expanding access and use of HIV services, and more
- Develop statements of work, requests for quotes, and consultant agreements; oversee the management of vendors and consultants, ensuring the quality and timely delivery of their work
- Promote the use and role of community-based organizations in the provision of HIV services
- Guide community-based organizations to implement communication plans and promote their services; orient and provide technical support to enable them to construct and implement communication activities
- Oversee and manage comprehensive communication campaigns
- Write content in both English and Vietnamese for publication
- Optimize the use of content on websites, social media, digital and print publications, etc. to ensure maximum reach and engagement
- Organize and execute events for project beneficiaries, government partners, community-based organizations, and high-level representatives from the US and Vietnamese governments
- Perform other relevant duties as assigned.

Experience and abilities for the position:

- Bachelor's degree in project management, communications, journalism, public relations, or related field and at least three years of relevant working experience. Advanced degree preferred.
- Strong organizational skills and ability to prioritize
- Experience working with community-based organizations and in HIV areas preferred.
- Expertise in social media marketing and communication campaigns, content design, including ability to teach others
- Experience using design software (Adobe Suite, Canva, etc.)
- Excellent written and oral communication skills in English and Vietnamese
- Professional experience working with an international organization, ideally USAID-funded.
- 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 to the position ONLINE by **March 22nd, 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.