

# EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



FHI 360 is an international, non-governmental organization that works with the Vietnam Ministry of Health, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese people, particularly vulnerable and marginalized populations. In Vietnam, FHI 360 is currently building the capacity of local organizations in HIV prevention, care & treatment, drug treatment policy, and drug treatment practice.

We are currently seeking qualified, experienced, and highly motivated candidate for the position of **Senior Technical Officer, Women's and Men's Health Interventions (WMH)**, to work in our office in **Hanoi**.

## **Position Summary:**

The incumbent will be responsible for programs related to female sex workers (FSW) and their clients, including coordinating and working with implementing partners/agencies in program/project design, proposal development, contractual agreement, provision and/or arrangement of monitoring and technical assistance visits and inputs and program/project evaluation.

## **Main duties and responsibilities:**

- Coordinate workplans and budget development related to FSW projects
- Work with implementing agencies to develop subagreements and other contractual documents. Ensure that they are completed, reviewed, approved, amended and filed in a systematic and timely fashion
- Determine support and technical assistance needs and coordinate with other FHI 360 units to ensure that technical assistance is provided to implementing partners/agencies when needed
- Monitor subproject activities to ensure that it is implemented in a timely and technically sound way.
- Maintain key contacts with local NGO/INGO partners to facilitate coordination and collaborative planning and field implementation.
- Provide progress activity reports and assist in assuring timely submission as required
- Consult, inform and discuss with the Associate Director on issues relating to the project personnel management, technical and logistic supports to the FSW projects.
- Perform other relevant duties as assigned by the Associate Director and the Country Director.

## **The successful candidate will have the following qualifications and abilities:**

- Master degrees in Public Health, Social Sciences or related fields or equivalent years of experience
- At least 3 year experience with coordinating resources for large-scale international health or family planning programs
- Experience with managing and/or implementing HIV/AIDS prevention and care projects/program is an advantage
- Ability to handle multiple tasks simultaneously and to prioritize and respond in a timely manner to stakeholders.
- Strong interpersonal skills and demonstrated ability to transfer knowledge in a culturally sensitive manner.
- Excellent written and spoken English
- Computer literate (Word, Excel, and PowerPoint...)

**FHI 360 offers a competitive salary and excellent benefits.**

Please send detailed curriculum vitae with letter of application and copies of degrees and certificates in English by **Oct 4, 2012** to:

**Human Resources Section, FHI 360 Vietnam**  
**7<sup>th</sup> Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam**  
**Email: [recruitment@fhi.org.vn](mailto:recruitment@fhi.org.vn)**

Please specify the position you are applying for in your application.  
*Only shortlisted candidates will be contacted for interviews.*