

FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health, Ministry of Agricultural and Rural Development and other ministries, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups. In Vietnam, FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; drug treatment policies and practices; clinical research for the development of vaccines and drugs; non-communicable disease (NCD) prevention; laboratory strengthening; social and behavior change communication approaches to preventing the spread of zoonotic diseases; and maternal and child health and nutrition.

We are seeking qualified and highly motivated Vietnamese nationals to join FHI 360 as a **Program Manager** for **Sức Khỏe Dồi Dào** (Abundant Health) Program (based in Ho Chi Minh City).

Program Summary:

Sức Khỏe Dồi Dào is a one-year, pilot, community-based program in one district of HCMC (March 2016-February 2017). Two main aims of this innovative program are to 1) increase the proportion of community members aware of the four shared NCD risk factors and 2) increase the proportion of eligible patients screened, risk stratified and treated for diabetes and hypertension (HTN) through **a team-based model of care delivery at the commune health station (CHS) level**. The program will be implemented with the Ho Chi Minh city HCMC Department of Health, University of Medicine and Pharmacy, and Harvard Medical School Center for Primary Care with funding from the Pfizer Foundation.

Key duties and responsibilities:

The Program Manager will provide overall project management and guidance to local project staff. He/she will guide the program staff and local stakeholders in 1) developing and implementing a community engagement program on NCD prevention and demand generation, 2) implementing a learning collaborative with commune health stations (CHS') through which an integrated training package in the team-based management of NCDs will be delivered; and 3) supportive supervision and conducting quality assurance, 4) documentation of project activities and 5) evaluation activities of the project. The program Manager will keep regular communication with HCMC Department of Health, University of Medicine and Pharmacy, FHI 360 headquarters and Harvard Medical School Center for Primary Care to ensure coordination and compliance to a timeline.

Main responsibilities are:

- Provide overall project management, including workplan development and financial management.
- Manage local contracts, budgets, and progress reports.
- Serve as project spokesperson with stakeholders, including the Department of Health.
- Keep regular communication with FHI 360, HCMC Department of Health, University of Medicine and Pharmacy, FHI 360 headquarters and Harvard Medical School Center
- Analyze and report data to track progress of program activities. Ensure that the data are used effectively by the team and stakeholders timely for program improvement.
- Supervise technical staff and consultants.
- Ensures interventions reflect high technical quality, are evidence-based, community-driven, and in line with provisions of the award.
- Provide technical leadership in the design, implementation, and sustainability of the project.
- Provide support and guidance in:
 - o development of evidence-based training curricula, training materials, education and outreach materials in collaboration with NCD experts.
 - o training of community health workers on NCD awareness, prevention, and demand generation.
 - o establishment of a learning collaborative with CHS' through which an integrated training package in the team-based management of hypertension and diabetes will be delivered.

Experience and abilities for the position:

- Master's degree or medical degree with at least 8 years of experience in working in public health, community outreach, and related fields. Experience in NCD is desirable.
- 3+ years of demonstrated experience in the management of a public health project.
- Working experience and knowledge in project and financial management and stakeholder engagement, particularly with public sector partners.
- Proficiency with various software applications (e.g. MS Excel, Word, PowerPoint)
- Strong communication, leadership and interpersonal skills. Demonstrated ability to build and maintain relationships with a wide array of people throughout a complex organization
- Excellent written, verbal, and organizational skills. Good at written and spoken English.

FHI 360 offers a competitive salary and excellent benefits.

Please send curriculum vitae, letter of application with copies of certificates/degrees by March 8, 2016 to:

Human Resources Section, FHI 360 Vietnam

7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam

Email: Vietnam.recruitment@fhi360.org

Only shortlisted candidates will be notified