

(Senior) Monitoring and Evaluation (M&E) Officer

FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health and provincial and district-level health services to promote the health and well-being of the Vietnamese population. We are seeking a qualified and highly motivated Vietnamese national to join FHI 360 as a **(Senior) Monitoring and Evaluation (M&E) Officer** for the Suc Khoe Doi Dao (Abundant Health) Program, based in Ho Chi Minh City (HCMC).

Program Summary:

Suc Khoe Doi Dao is a community-based program focusing on non-communicable diseases (NCDs), currently being implemented in one HCMC district. 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 mellitus (DM) and hypertension (HTN) through a high functioning team-based model of care delivery at the commune health station (CHS) level. Initiated successfully in five commune health stations, the program will expand to six new commune health stations in its second year. The program is being implemented with the HCMC Department of Health.

Key duties and responsibilities:

The (Senior) M&E Officer will be responsible for planning, training, executing, analyzing and reporting monitoring and evaluation activities at 11 CHS. The (Senior) M&E Officer will work with the Program Manager, (Senior) Clinical Officer, and other partners in addressing the following primary responsibilities:

- Develop and implement the M&E plan for the project, including a results framework, performance monitoring plan, and indicator reference sheet.
- Refine the data management system (including database development) and corresponding tools for the project, including the quality improvement monitoring system.
- Provide training and support on M&E for partners.
- Conduct routine data quality assessments at commune health stations.
- Analyze program data on a monthly basis for performance monitoring and data-driven decision making.

- Prepare semi-annual and annual reports.
- Perform other relevant duties as required by Program Manager.

Qualifications for the position:

- Master's degree in Medicine or public health fields with at least four years working experience. Experience must reflect the knowledge, skills, and abilities listed below;
- Experience in epidemiologic and social science research, including questionnaire development, data collection, data analysis, production of reports, and presentation;
- Experience with M&E of health program activities; familiarity with quality improvement a plus;
- Computer proficiency in word processing, databases, and spreadsheets, with advanced skills in at least one of the following programs: SPSS, Excel, Epi Info, Stata, and MS Access;
- Excellent training & facilitation skills;
- Demonstrates openness to change and ability to manage complexities;
- Ability to work independently as well as cooperate with a multicultural team;
- Excellent written, verbal, and organizational skills. Good written and spoken English.

FHI 360 offers a competitive salary and excellent benefits. Please send your curriculum vitae, letter of application specifying the position you are applying for, a list of three references (we only contact your reference with your consent), and copies of certificates/degrees by **May 24, 2017** 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