

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 and highly motivated candidates to fill our vacant position as **Program Assistant, Hochiminh City based.**

Position Summary:

The incumbent in this position assists and serves as a team member of response teams, provides supports to Hochiminh City and Central Provinces Response Teams (RT) to ensure that FHI 360/ Vietnam programming activities are operated smoothly and appropriate technical assistance and supports are provided.

Main responsibilities and duties:

- Work and assist other Response Team members of FHI 360/ VN Hochiminh City Office in managing and supervising the projects and identifying and responding to technical needs throughout the program.
- Assist the related provincial implementing partners/ agencies of Hochiminh City office for project design, proposal development, contractual agreement, provision and/ or arrangement of management support and technical assistances as well as monitoring project progress and reporting.
- Coordinate and monitor administration activities related to the program and FHI 360/ Vietnam, Hochiminh City office, such as logistics arrangement for technical training and preparation of training materials, translation of technical documents and presentations across Continuum of Prevention-Care (CoPC)

The successful candidate will have the following qualifications and abilities:

- Bachelor degree or equivalent, preferably in social sciences or public health fields;
- At least 2-years work experience and knowledge in health or development programs management, preferably in HIV interventions field.
- Ability to handle multiple tasks simultaneously and to prioritize and respond in a timely manner.
- Strong interpersonal skills and enthusiasm to learn new areas to meet needs of this rapidly expanding field and willingness to contribute to a dynamic team.
- Excellent written and oral communication in both Vietnamese and English.
- Computer literate with strong skills in use of MS office package (Word, Excel, and PowerPoint...)
- Willing and able to work under pressure and travel as required.
- Work experience with NGOs/INGOs is preferred but not mandatory.

FHI offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application in English by **August 12, 2012** to:

Human Resources Section, FHI 360 Vietnam
7th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam
Email: recruitment@fhi.org.vn