

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 commune-level health services to achieve project aims. FHI 360 is currently implementing programs to address challenges in HIV prevention, testing, and treatment, Tuberculosis (TB) case finding and treatment, anti-microbial resistance, health system strengthening, maternal and child health and nutrition, and global health security.

FHI 360 Vietnam is seeking a qualified and motivated Vietnamese candidate to serve in the role of **Monitoring and Evaluation (M&E) Officer** based in our office in **Hanoi**.

Main responsibilities:

The M&E Officer will play a key role in supporting the M&E activities within the Strategic Information team. The M&E Officer will coordinate routine monitoring efforts, including compiling and cleaning data, and analyzing, visualizing data. Specific responsibilities may include but are not limited to the following:

- Responsible for monitoring and analyzing data related to the progress of HIV/TB drug procurement and supply, as well as utilization at provincial and site levels, including visualization of findings.
- Track inclusion of HIV/TB services and medications in health insurance.
- Conduct thorough data quality assurance, including site visits, resolving discrepancies, and providing support to partners to improve the quality of HIV and TB data.
- Implement data quality control and ongoing assessments to maintain high data integrity.
- Promote the use of routine HIV and TB data in program reviews, planning, and evidence-based decision-making at facility, provincial, and national levels.
- Collaborate with partners, health facilities, and provincial/site staff, focusing on data quality assurance and utilizing data for informed decision-making.
- Represent the project in technical working groups, coordination meetings, workshops, and field visits, ensuring effective communication and collaboration with stakeholders.
- Cultivate productive working relationships across FHI 360 programs, government institutions, U.S. Government agencies, and other key partners, offering technical support as required.
- Perform other relevant tasks as assigned to further project objectives and outcomes.

Experience and abilities for the position:

- Bachelor's degree in statistics, medicine, public health, or related fields. Advanced degree preferred.
- At least 3 years' experience working in public health, ideally related to M&E activities including developing guidelines and tools for data collection, analysis and presentation.
- Knowledge and experience in both HIV/AIDS and TB program reporting requirements is asset.
- Computer proficiency in word processing, databases, and spreadsheets with advanced skills in at least two of the following programs: SPSS, PowerPoint, Excel, Epi Info, Stata, SQL, and Power BI.
- Ability to work well with all project staff, implementing agencies, GVN counterparts, donor agencies
- Highly responsible, organized person that pays attention to details.
- Ability to work under pressure, meet deadlines, and achieve ambitious results.
- Well-developed written and oral communication skills in both Vietnamese and English
- 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 for the position ONLINE by **Nov 30, 2025**. 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.