

# EMPLOYMENT OPPORTUNITIES IN PUBLIC HEALTH



**TITLE:** Senior Technical Officer, GHS Surveillance (02 positions)  
**REPORTS TO:** Technical Advisor, GHS Surveillance  
**LOCATION:** Hanoi/Ho Chi Minh City, Vietnam

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.

The Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project focused on HIV and global health security with funding from the United States Government. EpiC is seeking a qualified and motivated Vietnamese candidate to serve in the role of **Senior Technical Officer, Global Health Security (GHS) Surveillance (02 positions)** based in **Hanoi/Ho Chi Minh City (HCMC)**.

## **Main responsibilities:**

The Senior Technical Officer, GHS Surveillance supports implementation of Global Health Security surveillance activities, ensuring technical quality and adherence to organizational standards. Working under the Technical Advisor, GHS Surveillance, the role contributes to work planning, monitoring and evaluation, and reporting, and supports activity delivery at both central and site levels. The position also responds to technical requests from project leadership.

- Assist in providing technical support for GHS surveillance activities, focusing on zoonotic and emerging infectious diseases (ZD/EID) under the guidance of the technical advisor.
- Facilitate the rollout and oversight of integrated and event-based surveillance (IBS/EBS) activities through coordination with government counterparts and partners, as directed.
- Contribute to the implementation of surveillance activities at Points of Entry (PoE), including data collection, assisting with reporting workflows, and facilitating communication between surveillance and response teams.
- Monitor day-to-day progress of surveillance activities, keeping records of work plan milestones and deliverables, and reporting progress to the technical advisor.
- Assist in workplan development by preparing technical inputs, drafting sections of work plans, and supporting budget preparation, as directed.
- Help ensure surveillance activities, tools, and outputs comply with donor requirements, national guidelines, and organizational SOPs.
- Implement and monitor the updating, utilization, and maintenance of health information systems (HIS) for surveillance, including data collection tools, reporting workflows, and data quality assurance processes.
- Prepare technical reports, briefs, presentations, and training materials for internal and external audiences as directed by the technical advisor.
- Analyze surveillance data to identify gaps and lessons learned, and report findings or issues to the technical advisor or senior technical staff.
- Coordinate with project teams, technical units, and partners to promote collaboration and information sharing.
- Other tasks as assigned

## **Experience and abilities for the position:**

- Bachelor's degree in public health, epidemiology, preventive medicine, or equivalent minimum of five years' experience in supporting public health surveillance or health intervention programs.
- Working knowledge of ZD/EID surveillance, including familiarity with IBS, EBS, multisectoral surveillance approaches, POE, and/or health information system.
- Experience working with international NGOs, the Government of Vietnam (GVN), and donor agencies on to improve surveillance or health outcomes.
- Ability to contribute to technical writing, including reports, workplan sections, presentations, or briefs.

- Experience supporting or working with health information systems for surveillance, including data collection, validation, or reporting processes.
- Strong organizational and analytical skills, with the ability to track deliverables, support work plans, and manage multiple tasks.
- Ability to work collaboratively in multidisciplinary teams and follow technical direction from senior advisors.
- Ability to work under pressure, meet deadlines, and achieve ambitious results.
- Well-developed written and oral communication skills in both Vietnamese and English.
- Proficiency in MS office package (Word, Excel, and PowerPoint, etc.), database and spreadsheets with advance skills in at least two of the following programs: SPSS, Excel, Epi Info, Stata, SQL, and Power BI.
- 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 **January 21, 2026**. 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.*