

Position: Senior Health Information Systems (HIS) Officer
Location: Hanoi, Vietnam



FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, public health threats, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing – creating a unique mix of capabilities to address today’s interrelated development challenges. FHI 360 serves more than 50 countries and all U.S. states and territories.

Job Summary:

The Senior Health Information Systems (HIS) Officer leads the implementation of HIS technical work on the **STRengthening Infectious disease DEtection Systems (STRIDES) Activity in Vietnam**. The Senior HIS officer will work towards strengthening surveillance and health data systems in close collaboration with national and sub-national global health security actors including but not limited to the digitalization of surveillance data, increasing interoperability and data sharing across sectors, improving health data analytics and data visualization, geospatial mapping, and enhancing alert generation. The HIS officer will work closely with the project Monitoring, Evaluation, and Learning (MEL) Officer in the generation of health analytics to support STRIDES MEL reporting and will work closely with STRIDES colleagues in Vietnam and globally to support project planning, reporting, and implementation, ensuring that project HIS activities are implemented and reported in alignment with the project’s workplans, reporting requirements, and industry best practices.

Accountabilities:

Technical Requirements:

- Provides project staff with overall technical direction and guidance in the area of health information systems in line with STRIDES’ expected outcomes.
- Supports technical aspects of STRIDES Vietnam health information systems activities, including staff and partner capacity building.
- Monitors and maintains project protocols, instruments, data sets, manuals, training materials, and reports related to health information systems
- Works closely with the STRIDES Vietnam and STRIDES US teams to ensure project implementation remains technically sound and adheres to internal strategy and standard operating procedures
- Collaborates closely with government counterparts in the design and implementation of health informatics platforms
- Supports data linkage and integration of partner supported digital solutions/electronic surveillance tools.
- Develops or writes technical briefs, reports, or other necessary materials to facilitate research, best practices, policies, and procedures.
- Conducts analysis of project implementation to identify areas for improvement and propose appropriate technical strategy and guidelines.
- Assists with the implementation of research studies by providing technical support and overall management to ensure coordination and field-level implementation.
- Provides mentorship and team building at the task level.

- Networks with key internal and external STRIDES personnel; liaises with STRIDES Monitoring, Evaluation, and Learning team to measure the Activity's health information system activities against project indicators.
- Provides technical support in the development and dissemination of tools, materials, reports, papers, and interventions for research projects.
- Provides technical input on subject matter best practices to assist with implementation
- May create or provide inputs for the technical portion of the project plan related to HIS, within the given resources and financial constraints.
- Assists with implementing components of health information systems within the project plan
- Develops and monitors technical work plans and budgets.
- Participate in client meetings and draft reports/presentations.
- Performs other duties as assigned

Project Design and Implementation:

- Develops strategies and tools for the design and implementation of health information system components.
- Monitors project deliverables and reports to supervisors.
- Leads technical project activities and sub-activities, and assists with project implementation of health information systems-related components
- Identifies and raises issues to senior technical staff.

Operations Management (Finance, HR, etc.):

- Ensures project activities are on track with work plans, with technical expertise informing project implementation.
- Collaborates with project leadership and finance teams to track activity timelines and budgets. Assists in the development of client reports and presentations.
- Collaborates with project finance to track technical project spend under broad supervision.
- Collaborates with project finance, administration, and procurement teams as required to ensure the timely implementation of project laboratory and diagnostic activities.

Project/Program Reporting:

- Prepares reports and papers summarizing project results and analyzing data sets and technical assessment findings.
- Drafts / prepares client technical reports.
- Creates technical content (e.g., reports, presentations, manuscripts).

Quality Assurance:

- Develops in-depth knowledge of quality standards through a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives.
- Coordinates and directs activities to meet client/funder and regulatory requirements.

Applied Knowledge & Skills:

- In-depth knowledge of concepts, practices, and procedures related to health informatics
- Knowledge of health informatics systems in Vietnam
- Development of scope of work and deliverables for partners, consultants, etc.
- Broader knowledge of quality standards
- Proficiency with database management software and on-line search tools required.
- Has sensitivity to cultural diversity and understanding of the political, contextual, and ethical

issues in assigned areas.

- Articulate, professional, and able to communicate in a clear, positive manner with clients and staff.
- Must be able to read, write, and speak fluent English.
- Excellent organizational and analytical skills.
- Excellent and demonstrated project management skills.
- Ability to influence and collaborate with others.
- Demonstrated proficiency with using Microsoft Office Suite required.
- Ability to analyze and interpret data, identify errors, and prepare reports.
- Ability to solve problems and implement corrective action as needed.

Problem Solving & Impact:

- Works on problems of moderate to complex scope that require review of various factors.
- Exercises good judgment in selecting methods and techniques to determine appropriate action.
- Decisions may cause delays and affect a work unit or area within a department.
- Identifies and raises issues to senior technical staff
- Networks with key internal and external personnel.
- Decision may cause delays or failure to achieve results that impact departmental goals.

Supervision Given/Received:

- Determines methods and procedures for new projects and assignments.
- Serves as team lead and may mentor other lower-level personnel.
- May supervise junior level staff.
- Reports to STRIDES Vietnam Project Director

Education: ** **

- Master's Degree or its International Equivalent in health information technology, health informatics, or other health fields related to the functions of this position.
- Project Management (PM) Certification preferred.

Experience: ** **

- Typically requires 6+ years of relevant experience managing data collection and technical assistance experience.
- Documented experience in leading health information system activities in Vietnam, including working with relevant partners and ministries
- Proficient experience that demonstrates sensitivity to and understanding of health information systems best practices.
- Prior work experience in a non-governmental organization (NGO), government agency, or private organization.
- International or Domestic (US) Program Development or Program management experience preferred.

Typical Physical Demands:

- Typical office environment.
- Ability to spend long hours looking at computer screen and doing repetitive work on a

- keyboard.
- Ability to sit and stand for extended periods of time.
 - Ability to lift/move up to 5 lbs.

Technology to be Used:

- Personal Computer/Laptop, Microsoft applications (i.e., Office 365, SharePoint, Skype/Zoom/Teams), cell phone/mobile technology, and standard office equipment.

Travel Requirements:

- 10% - 25%

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 the position ONLINE by **March 10, 2026**.

Only shortlisted candidates will be contacted for interviews