

Position: Project Manager (Contracts and Subcontracts)
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 STRengthening Infectious disease DETection Systems (STRIDES) Activity seeks a **Project Manager (Contracts and Subcontracts)** with procurement and subcontracts experience to manage and support subcontractor implementation in Vietnam. This STRIDES Project Manager (PM) plans, executes, and finalizes Activity procurement and subcontract processes according to strict deadlines, organizational policies, client regulations, and Activity requirements. They coordinate with internal teams and external partners to acquire goods and services essential to Activity success. This position oversees quality assurance, cost control, and performance monitoring of subcontractors and vendors throughout the Activity lifecycle in Vietnam. It is expected that the STRIDES PM collaborates closely with technical and operational teams to align procurement and subcontracting strategies with Activity objectives and compliance requirements.

Accountabilities:

Project Procurement and Subcontracts Management:

- Manages the full life cycle of procurement and subcontract activities in-country from planning, solicitation, negotiation, and award through closeout.
- Develop and deliver STRIDES Vietnam procurement management plans that align with Activity objectives and compliance standards
- Provide guidance and monitoring for project partners and vendor performance, deliverables and compliance with contractual terms.
- Prepares requests for proposals (RFP), requests for quotations (RFQ) and other solicitation documents.
- Supports bid evaluations, cost analyses, and supplier/partner selection processes in collaboration with STRIDES technical and finance teams.
- Develops best practices, policies, templates, and tools for Activity procurement and subcontract monitoring for STRIDES Vietnam
- Supports the definition of partner project scope, goals, and deliverables that support STRIDES Vietnam goals and strategic vision
- Drafts, reviews, and finalizes subcontract and consulting agreements in accordance with client and organizational requirements.
- Prepares pre-award assessment (PATs) for potential in-country subcontractors.
- Identifies and coordinates with project leadership to resolve project partner and vendor issues and implements improvement plans to ensure the partners and vendors stay on schedule and within budget.

- Evaluates the progress of partners and vendors on a regular basis, ensuring compliance.
- Builds, develops, grows, and maintains partnerships and procurement records, tracking systems, and audit ready documents vital to the success of the STRIDES Vietnam
- Manages the operational and tactical aspects of multiple partners and vendors
- Oversee procurement and subcontract management for STRIDES Vietnam with focus on minimizing and identifying risk implementation and escalating as necessary.
- Identifies partnerships, opportunities, and information to present to management to help achieve strategic goals of STRIDES Vietnam
- Consults with the STRIDES Operations team on procurement method selection, solicitation strategy, and documentation requirements for complex, high value, or high-risk procurements to ensure alignment with global STRIDES standards.

Compliance and Quality Assurance:

- Collaborates and consults with STRIDES Operations Project Manager and FHI 360's Contracts and Management Services team (CMS) to ensure congruity across organizational policies and incorporation of appropriate terms and conditions are included in subcontracts issued under STRIDES Vietnam
- Conducts pre-award assessments and due diligence in vetting of subcontractors and vendors to be engaged in Vietnam
- Ensures compliance monitoring of subcontracts, ensuring reporting, invoicing and deliverables meet organizational, contractual, and client standards.
- Collaborates with STRIDES Operations Project Manager and FHI 360's Office of Compliance and Internal Audit (OCIA) and external auditors and ensures timely resolution of any procurement and subcontract related findings.

Coordination and Stakeholder Management:

- Establish a communication schedule to update local partners on procurement timelines, requirements, and deliverables.
- Collaborate with finance and technical teams to determine the resources required to complete STRIDES Vietnam activities
- Collaborate with STRIDES Operations Project Manager and FHI 360's Global Procurement team to ensure solicitation packages follow FHI 360 processes and policies and for execution.
- Develops STRIDES procurement and compliance guidance to program and country office staff to strengthen internal capacity.

Financial Management:

- Provides budget and forecast input for procurement and subcontracting costs to STRIDES finance teams
- Reviews and tracks vendor invoices, payment requests, and partner budget utilization.
- Collaborate with finance to ensure accurate partner financial reporting and timely payments.

Applied Knowledge & Skills:

- Works independently and with other agencies to build local community acceptance.
- Comprehensive knowledge of concepts, practices, and procedures with project management, process development and execution.

- Strong knowledge of project management software and other technologies.
- Strong negotiator and problem solver.
- Excellent oral and written communication skills.
- Demonstrated project and personnel management skills.
- Ability to influence, motivate, and collaborate with others.
- Ability to adapt and resolve problems/issues to bring project to completion.
- Creating and Managing Systems and Processes.
- Recognizes the need for standardization and balances client and organization needs in systems design.
- Anticipates the effects of process change on people while optimizing task efficiency and simplicity.
- Must be able to read, write, and speak fluent English.

Problem Solving & Impact:

- Decisions and actions have serious implications with delays in project schedules and operations and may affect overall business activities.
- Problems are complex and require analysis of situations and data with evaluation of a range of factors.
- Exercises judgment within broadly defined practices and policies to select methods and techniques to obtain results.

Supervision Given/Received:

- Manages staff and external project members to achieve goals and vision of the STRIDES Vietnam from initiation to completion.
- Coordinates project plans, budgets, training, and resources with management to achieve strategic goals.

Education: **

- Bachelor's Degree or its International Equivalent in Civil Society, Communication and Social Marketing, Economic Development, Education, the Environment, Gender, Health, Nutrition, Research, Technology and Youth or a Related Fields.
- Project Management (PM) Certification preferred.

Experience: **

- Typically requires a minimum of 8+ years of relevant experience with projects management principles and practices, 2+ years of line management experience required.
- Experience managing subcontracts under USG-funded projects strongly preferred
- Prior work experience in a non-governmental organization (NGO), government agency, or private organization.
- International or domestic (US) program development or project management 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:

- Up to 10% - 25% domestic travel

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