Position: Senior Monitoring, Evaluation, and Learning (MEL) 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 STRengthening Infectious disease DEtection Systems (STRIDES) activity in Vietnam is seeking a Senior Monitoring, Evaluation, and Learning (MEL) Officer to support country-level implementation of STRIDES indicators by managing data collection, supporting country reporting, and contributing to learning and management of STRIDES implementation in country. The officer will support the development and operationalization of MEL tools and dashboards to enable evidence-based decision making. The officer will provide technical support and guidance to the STRIDES Vietnam team, ensuring MEL activities are implemented according to the Activity MEL Plan (AMELP) and organization standards. Working closely with STRIDES Vietnam and STRIDES US teams, the MEL officer will contribute to and help manage country capacity building for staff and country partners, support data quality assurance, and promote data use for program improvement.

Accountabilities:

Technical Requirements:
- Supports leading and managing country level implementation of MEL systems, tools, and procedures to collect, collate, analyze, and use data that demonstrates program progress and accountability.
- Tracks STRIDES Vietnam indicators at the country level and produces reports and projects to inform STRIDES teams and leadership
- Provides project staff with MEL related direction and guidance in line with STRIDES expected outcomes.
- Supports MEL aspects of STRIDES implementation, including staff and partner capacity building.
- Monitors and maintains project protocols, instruments, data sets, manuals, training materials and reports related to MEL
- Assists with the implementation technical activities by providing technical support, monitoring, and documenting processes.
- Provides mentorship and team building at the task level.
- Collaborates with STRIDES US MEL team to interpret data sets and other assessment findings.
- Provides technical support in the development and dissemination of tools, materials, reports, papers, and intervention for research projects.
- Provides technical input on MEL best practices to assist with STRIDES implementation in Vietnam
- Assists with implementing components of the technical portions of the STRIDES Vietnam

work plan
- Develops and monitors MEL aspects of technical work plans and budgets.
- Participate in client / funder meetings and draft reports / presentations related to MEL work in country

Project Design Implementation:
- Implements components of the AMELP at the country level
- Contributes to the documentation of lessons learned and supports knowledge sharing in country and across STRIDES Vietnam
- Provides technical input on monitoring and evaluation portions of project workplans and reports
- Develops strategies and tools for the design and implementation of specific MEL components.
- Monitors MEL-related deliverables and reports to supervisors.
- Leads MEL-focused project activities and sub activities and assists with project implementation.
- May implement components of the technical portions of the STRIDES Vietnam workplan
- Identifies and raises issues to senior technical staff.
- Functions as the technical lead with oversight of project MEL administrative and finance compliance, MEL deliverables, and MEL team management,

Operations Management (Finance, HR, etc.):
- Ensures project MEL activities are on track with work plans, with technical expertise informing project implementation.
- Creates technical content (e.g., reports, presentations, manuscripts) related to MEL work in country

Quality Assurance:
- Supports data quality assurance activities, including validation, verification, and monitoring of country-level MEL data
- Develops in-depth knowledge of quality standards through formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives.
- Coordinates and directs MEL activities to meet client and regulatory requirements.

Applied Knowledge & Skills:
- In-depth knowledge of MEL concepts, practices, and procedures for country level monitoring
- Broad knowledge of MEL quality standards
- Proficiency with database management software and data visualization tools such as Excel, Tableau, Power BI, etc.
- 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 with 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 on new projects and assignments.
- Serves as team lead and may mentor other lower-level personnel.
- May supervisor junior level staff.
- Reports to the STRIDES Vietnam Project Director

*Education: ** **
- Master's Degree or its International Equivalent in Data Science, Monitoring and Evaluation, Public Health, Epidemiology, Biostatistics, International Development, Human Development, or a Related Field.
- Project Management (PM) Certification preferred.

*Experience: ** **
- Typically requires 6+ years of relevant experience in monitoring, evaluation, and learning, including managing data collection, analysis, and reporting at the program or project level..
- Prior work experience in a non-governmental organization (NGO), government agency, or international organization preferred.
- Proficiency with data visualization tools and statistical software (e.g., Excel, Tableau, Power BI, SPSS, Stata, or similar) preferred.
- Experience supporting MEL capacity building, data quality assurance, and evidence-based decision-making is desirable.

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