

VACANCY

JOB TITLE: Community Officer

POSITION SUMMARY:

Location: Hai Phong
Employment Type: Fulltime (100% FTE)
Duration: 01 year (extension to be based on performance and availability of funds)
Travel requirements: Frequent travel to districts within the province

BACKGROUND:

Freundeskreis für Internationale Tuberkulosehilfe e.V. (FIT) is a registered non-profit organization working in the field of tuberculosis (TB) prevention and care service delivery, technical assistance, advocacy and research, for additional information please refer to our website: www.tbhelp.org. Currently, **FIT and FIT RD** are collaborating to implement projects with the common goal of ending TB in Vietnam.

FIT RD is a locally registered social enterprise in Viet Nam, registered to operate in the fields of supporting clinical trial research, providing tuberculosis (TB) prevention and care services, advocacy and support technique.

In collaboration with the National TB Control Program (NTP) and other local and international partners, FIT RD carries out activities to support clinical trial research and implement tuberculosis prevention support activities: Search-Treat-Prevent TB program in provinces/cities in Viet Nam. In the short term, we are aiming to 1) increase TB detection and treatment in key populations, such as household contacts, children and people visiting private healthcare providers; 2) provide social support and adherence monitoring options to improve TB treatment outcomes; and 3) scale up TB infection screening and treatment services. As part of this program, we are intensively engaging private providers who are providing TB services. TB care in the private sector often happens with little formal documentation; we are working to improve transparency and the quality of care for TB treatment in the private sector.

Due to the development needs of the enterprise, we are looking for 01 Community Officer with appropriate qualifications and experience.

JOB RESPONSIBILITIES:

1. Community Program Activities

- Coordinate with Hai Phong Lung Hospital and local partners to develop quarterly and annual operational plans and budgets and implement project activities in Hai Phong City in line with the approved Project Agreement/Commitments and Proposals
- Participate and support local partners, directly manage the preparation, design and implementation of project activities; including work plan, budget, materials (program, terms of reference, contracts, training/seminar materials and communication materials, etc.) and preparation of training support equipment, household contact activities and mobile X-ray screening events in the community.
- Actively coordinate TB screening activities in the community for groups of people at risk of tuberculosis, propose optimal solutions for project performance and effectiveness.
- Detect difficulties encountered during project implementation and report to the program manager to coordinate and propose solutions in time
- Supervise and promote project activities to ensure project progress, efficiency and quality.

- Participate in meetings with local tuberculosis officials and district tuberculosis Units in the project areas.
- Monitor, manage and support the project during and after the screening event to best support the people.
- Assist with the supervision of chest X-ray data collection, storage and management.
- Support treatment links for active TB patients after being detected.
- Support government staff in enrolling people with confirmed LTBI on preventative treatment;
- Monitor paper-based LTBI registers and complete periodic data quality checks
- Track loss to follow-up and adverse events during LTBI treatment;
- Support people on preventative treatment in the community to minimize loss to follow up;
- Conduct data quality assessments regarding LTBI treatment initiation in collaboration with the M&E team
- Enter LTBI testing and treatment data into an electronic medical registration system (eMRS);
- Conduct field work to support project implementation in communities.
- Coordinate with photographers to take appropriate photos which could be used for donor report & our website, get signature of photography consent
- Take responsible of administrative and logistics tasks in organizing consensus meeting, conferences, training courses and other events of the project
- Draft and track project official letters, correspondences

2. Financial report and data management

- Supervise and ensure event budget to be used effectively and reasonably.
- Assist project manager in writing technical and financial reports of the community events.
- Support in collecting accurate and timely data and archive event documents follow company protocol (screening data, patient information).
- Combine documents, materials, lessons and success stories of the project.

3. Support for projects/ research on post-tuberculosis lung disease

- Manage study activities in post-tuberculosis lung disease (PTLD) projects, including pulmonary function assessment, imaging, and symptom screening tools;
- Participate in studies related to artificial intelligence (AI) applications in PTLD detection and assessment;
- Serve as focal point with principal investigators, develop implementation plans and budgets, and coordinate with provincial and national health institutions;
- Monitor participant recruitment, clinical and subclinical data collection, and data entry;
- Organize technical training on pulmonary function testing, data collection, and operation of relevant equipment for healthcare workers;
- Manage and ensure the quality of data entry for studies into the data management system;
- Facilitate community engagement: coordinate with CHWs, study participants, and local stakeholders;
- Carrying out study and project activities, ensuring the required schedule;
- Train TB staff at District TB Units to perform project/study-related activities;
- Develop standard operating procedures (SOPs) and training materials as required;
- Monitor (serious) adverse events and report to the investigator and study coordinator within 24 hours;
- Enter all the study data into the data management software systems.
- Weekly and monthly reports as required, quarterly reports to donors;
- Complete monthly financial reports related to the project/ study;
- Support other work as required by the study director and line manager;

JOB REQUIREMENTS:

- Bachelor's degree in a field related to health, epidemiology, development, or management is required

- At least 2 years of experience working in non-profit organizations, preferably for health-related programs/projects
- Experience effectively engaging with government health entities
- Experience engaging with community healthcare workers
- Strong organizational and work prioritization skills, attention to detail
- Strong verbal and written communications skills
- Good attitude, self-motivated, and ability to work well individually as well as in teams
- Proficiency in Microsoft Office software
- Fluency in Vietnamese is required
- Some knowledge of English is preferred, but not required

APPLICATIONS SHOULD INCLUDE:

- A cover letter
- A detailed Curriculum Vitae
- At least two employment references (Name, Phone Number, Email Address)

SUBMIT AN APPLICATION:

- By e-mail to hr@tbhelp.org
- Subject: "Application for Community Officer in Hai Phong"
- No later than **31 October 2026**

Compensation and the final position grade will be commensurate with experience. Full benefits will be included in the compensation package. All applications will be carefully considered, but only short-listed applicants will be contacted and interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.

FIT RD is an equal opportunity employer.