



Consultancy Scope of Work (SoW)

Title: Surveillance Technical Officer (Consultant)

Project: EpiC Laos

Location: Vientiane, Lao PDR

Reports to: Project Director, EpiC Laos

1. Background

FHI 360 is a nonprofit organization that works to improve health, education, and economic opportunity so people can live healthy lives. The EpiC project supports HIV programs, strengthens global health security, improves maternal and child health, addresses malaria, and helps build strong health systems.

In Laos, FHI 360 has supported the Ministry of Health for many years, including HIV programming through the LINKAGES and EpiC projects. In 2026, EpiC Laos will continue to strengthen outbreak detection, expand field epidemiology training, improve laboratory and surveillance systems, enhance biosafety and biosecurity, and support coordinated response to public health threats.

2. Purpose of Consultancy

The Technical Officer, Surveillance will work with the EpiC Laos team and government partners such as the National Center for Laboratory and Epidemiology. The role supports updates to epidemiological surveillance systems and activities that improve early detection of infectious diseases and other health events. The position also contributes to capacity building, data management and use improvements, and integration of surveillance information into emergency operations.

Supervise the Technical Officer, Surveillance to work collaboratively with government partners such as the National Center for Laboratory and Epidemiology in ensuring quality surveillance systems and activities for early detection of infectious diseases and other health events.

3. Scope of Work and Tasks

The consultant will complete the following tasks:

- Serve as the project focal point for surveillance system strengthening component of the project, leading the planning and implementation of surveillance activities
- Provide technical support for for updating and operation of national public health surveillance systems for priority diseases and emerging threats.
- Support the design and implementation of training programs and other capacity building efforts for national surveillance staff
- Coordinate with the EpiC surveillance team to ensure that activities meet technical standards and follow EpiC guidance.
- Strengthen the capacity of government staff in development of early warning systems, outbreak reporting, and joint human and animal health surveillance.
- Support improvements to data management systems that help detect infectious diseases outbreak and other important health events and inform the response .
- Facilitate the use of surveillance data within the Incident Management System of the Public Health Emergency Operations Center.
- Support procedures for sentinel surveillance of antimicrobial resistant pathogens.
- Support reporting and documentation required by the EpiC project.
- Draft technical briefs, reports, and other written materials.
- Review implementation progress, identify gaps, and recommend areas for improvement.
- Carry out other tasks as assigned by supervisors.

4. Required Qualifications and Skills

The consultant must have:

- Bachelor's degree in public health, epidemiology, biostatistics, social sciences, or a related field, or a bachelor's degree with equivalent experience.
- At least 6 years of experience in epidemiological surveillance, infectious disease monitoring, or epidemiological data analysis.
- Proficiency working with surveillance databases.
- Knowledge of global health security tools such as the International Health Regulations, Joint External Evaluation, and WHO benchmarks is desirable.
- Strong skills in mentoring, supervision, and training.
- Strong writing, analytical, and communication skills.
- Ability to manage several tasks with strong organization and attention to detail.
- Ability to identify risks and communicate issues with the project team.
- Sensitivity to cultural and political issues related to public health in Laos.

- Proficiency with Microsoft Office applications.
- Ability to travel within Laos and internationally when needed.
- Professional proficiency in written and spoken English.

Relevant Experience

- Experience working with health authorities, academic institutions, international organizations, or donor funded programs.
- Experience in outbreak investigation or field based surveillance.
- Experience with antimicrobial resistance surveillance.
- Experience with electronic surveillance systems and data management tools.
- Experience with United States Government or PEPFAR supported programs is desirable.

Please submit your CV and Cover letter in English to e-mail: ProcurementLaos@fhi360.org

Deadline for applications: 18 March 2026. Only short-listed candidates will be contacted.