Vacancy Project Coordinator

Danish Association of Physically Disabled and the Danish Society of Polio and Accident Victims are seeking a Project Coordinator to for the **C**ooperation with **P**rovincial **D**PO´s in **V**ietnam Project (CPDV), to be implemented from July 2014 to 2017 in cooperation with Vietnam Federation of the Disabled (VFD) and four independent provincial organizations of Disabled: DP-Hanoi, DP-Nam Dinh, DP-Ha Namh and DP-Ninh Din.

The Danish Association of Physically Disabled and the Danish Society of Polio and Accident Victims are two Danish Non-Governmental organizations of physically disabled. We have been working in Vietnam since 2004 with support to capacity building of Vietnamese organizations of disabled. Until now DP-Hanoi has been our primary partner, but in the new project starting up in July 2014, it is our plan to expand our work and support other organizations of disabled as well. We are therefore recruiting a Project Coordinator who will represent the Danish organizations in Vietnam. The Project Coordinator will be based in Hanoi and have 3 main duties: be the representative of the Danish organizations in Vietnam, be head of the project office in Hanoi. and be coordinator/advisor for the project.

Position type: Full time, contract term corresponds with project lifespan July 2014 to February 2017.The contract can be extended if a new project is approved.

Main task and Responsibilities:

As representative:

* Represent PTU/DHF toward our partners and in the Project board.
* Represent PTU/DHF in communication and negotiation with Vietnamese authorities at all levels.
* Coordinate with other INGOs in Vietnam
* Ensure that Danish values and standards are integrated into the projects and the partnership.
* Ensure that the project is implemented according to project documents, Vietnamese legislation, The Danish Civil Society Strategy and DANIDA´s guidelines for project implementation.

As Head of the Danish, project office:

* Support the opening of the project (agreements with partners, setup of office, communication with authorities etc.).
* Ensure a smooth communication with the Vietnamese partners.
* Be responsible for the financial control with project funds including follow up on the partners use of project fund.
* Collect and sum up reports from our Vietnamese partners.
* Reporting to the Danish partners.
* Be responsible for design and data collection to the M&E system of the project.

As Coordinator and advisor:

* Be advisor for the partners to support their organizational development processes.
* Support the democratic structures in the project.
* Coordinate and support joint activities for all partners in the project.
* Be pro-active and identify joint initiatives relevant for all partners.
* Organize project visit, evaluations ect. for DHF/PTU, Danida and any other potential donor or partner.

In addition to these tasks, the project coordinator can be assigned other tasks such as: Formulation of new project applications, support to information work in Denmark.

Selection Criteria and Qualifications:

* University graduate in social sciences; Post-graduate degree is an advantage
* Knowledge and experience in capacity building of local stakeholders/partners
* Experience in advisory support to civil society organizations.
* Experience in Disability, informal training, advocacy programs, resource mobilization and participatory approach is an advantage.
* Experience in leadership and management, preferably of NGO´s.
* Documented skills within financial control and accounting for project funds
* Excellent presentation, negotiation and interpersonal skills.
* Excellent proposal and report writing skills.
* Fluency in English and Vietnamese, both verbally and in writing.
* Computer literate and effective abilities in Word, PowerPoint, Excel.
* Ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure.
* Sensitive to needs of marginalized population and people with disabilities.
* Able to communicate in a credible and effective way.
* Building and promoting partnerships between partners
* Ability to travel frequently to project sites.

The project coordinator work under guidance and in cooperation with the DHF/PTU head office in Copenhagen. He/she will become part of an international team of Danish, Latin American and Vietnam project officers. An introduction to DHF/PTU development values, principles, guidelines and standards will be provided. Previous knowledge of Danish values and standards is not required.

Applications should include:  
- A resume/curriculum vitae (no more than 3 pages) summarizing qualifications and experience;  
- An application letter (no more than two pages);  
- 3 work references and contact details.

Please indicate your expectation for remuneration/salary in your application  
Submit applications by 10 June 2014  
Contact details:   
Email to: [michael@dhf-net.dk](mailto:michael@dhf-net.dk)

Women and people living with disabilities are strongly encouraged to apply.