

Project Coordinator

Position Overview

1. ACDC (Action to the Community Development Center) is a local NGO with a legal status working in disability sector. It was formed by a group of experienced activists who have intensive experience in working in the sector and share the same idea to establish a non-governmental organization to work for people with disabilities in Vietnam. ACDC's Mission: we exist for the development of PWDs Community in Vietnam. We are working on: Legal advice for PWDs in Vietnam. Responsible for coordinating the establishment and strengthening of self-help groups of PWDs, we have a disability network of 200 member DPOs throughout Vietnam.

2. To further ACDC and Project is seeking a Project Coordinator to assist and help strengthen the overall project.

2.1 Job title: Project Coordinator

2.2 Objectives:

- Lead the PRP to fulfill its role in accomplishing the mission and vision of project and ACDC mission.
- Work closely with the ACDC staff, legal advice staff; lawyers; ACDC board of Director and technical Advisors.
- Accomplish the specific goals and targets of the PRP project

2.3 Coordination Responsibilities:

- Follow the program work plan with Program staff and update/revise accordingly to meet all program objectives and outputs.
- Take to lead to supervise (or supervise program staff works and provide technical support if relevant) all program staff.
- Coordinate program spending with finance department and propose working budget for next month/quarter.
- And other task if require.

2.4 Training and Contracts:

- Take the lead in preparation and training of all program training being conducted.
- Take the lead in coordinating meetings, curriculum development, preparation and conducting training with involved partners and donor agencies.
- Take the lead in logistics and planning of program training.
- Coordinate and supervise the activities of the PRP Project Coordinator and ACDC- Coordinate planning and future involvement of new staff or student as intership...

2.5 Monitoring and Evaluation:

- Assist in the development of monitoring and evaluation systems for programs and related curricula.
- Compile monitoring and evaluation information and apply to revision of curriculum and future plan.

2.6 Reporting & Supervision

- This position reports to the ACDC Director as Program Manager.

- Reporting requirements include a monthly staff report, to be submitted no later than five days following the end of the reporting month, and a Quarterly report every quarter, to be submitted no later than ten days following the end of the reporting quarter.
- The project coordinator should communicate regularly with the PRP project team/Program Coordinators to ensure that the responsibilities of this position are fulfilled.
- Assist communication officer in developing promotional materials, website and newsletter articles.

2.7 Qualifications

- Viet Nam national and fluency in Vietnamese
- General Knowledge of substantive matters that are addressed by the program including people with disabilities
- Strong working knowledge of computer systems with the ability to work in Word, Excel, Power Point, Email and Internet Research, and other relevant computer program systems related to the program
- At least 3 years experience as a legal trainer/educator, preferably with training of trainer experience
- Knowledge and experience in program coordination
- Good inter-personal and team building skills
- Full time availability for program coordinator duties
- Familiarity International Donor supported technical assistance projects
- Professional working knowledge, including conversation, reading and writing, of the English Language

2.8 Time Commitment:

- Full time job with the ability to work on weekend and holidays when necessary, and travel throughout Viet Nam and regionally/internationally.
- Salary and benefit: remuneration packages are offered based on experiences & skillful.

The closing date for application: 30/09/2015

Interested applicants please send a CV and cover letter to: Email: vietha@acdc.org.vn

Action to the community Development Center (ACDC)

R12A08, The 13th floor, VNT Tower, 19 Nguyen Trai, Thanh Xuan, Ha Noi.

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