

Project Coordinator

Job title: Project Coordinator

Location: Ho Chi Minh City

Report to: Acting Director

1. DRD background

Disability Research and Capacity Development Center (or DRD) began in December 2005. The center is under Viet Nam Union of Science and Technology Associations (VUSTA). We are striving to contribute our work to create a society with barrier-free for persons with disabilities. DRD's mission is DRD is working for an inclusive and barrier-free society, where persons with disabilities have capacity to participate to all activities equally and equitably.

DRD believes that:

- Persons with disabilities have the same rights as other citizens to participate in their communities and live a full and valued life.
- Persons with disabilities are in the best position to determine their own needs and goals for the future.
- Persons with disabilities can be effective community-builders when given equal opportunities.

2. Main area of responsibilities

- Develop project plan, budget and allocate tasks to project staff
 - Together with the team develop the activities plan on yearly basis, in line with the approved work-plan of the donor
 - Share the plan to local partners and ensure they follow the plan.
- Provide supports and coordination in implementing the overall project plan
 - Oversee, support and coordinate all project operational activities to ensure the effective progress following the approved plan
 - Work with other departments to get their support for some general activities
- Carry out M&E at regular basis to ensure the effective implementation
 - Ensure the approved M&E plan implemented
 - Review the project implementation plan and M&E plan to solve any issues that might happen
 - Undertake annual review and final evaluation to assess the project performance and impact
- Report:
 - Write three-month report and annual report to donors and submit timely

- Develop and strengthen partnership and network:
 - Support Acting Director to engage with donor, local partners and other stakeholders involved in the project
 - Develop and strengthen partnership and network with other relevant authorities
- Other task assigned by Acting Director

3. Qualifications/skill set required

- University degree in social work, psychology.... Master degree in development studies, interdisciplinary fields, community development rights are preferred.
- Experience in disability field with minimum of 5 years
- Knowledge of national and provincial disability plan is an asset
- Strong inter-personal and communication skill
- Report and proposal writing skills
- Project management skills
- Sound knowledge on rights-based approach and development issues

4. Deadline for submission: 20th April 2016, by email to Ms. Luu Thi Anh Loan at anhloan@drdvietnam.com