

## **Program Officer**

Viet-Nam Assistance for the Handicapped (VNAH) ([www.vnah-hev.org](http://www.vnah-hev.org)) is an international NGO based in Virginia, USA that provide humanitarian and development assistance programs in Viet Nam since 1990. On-going projects include technical assistance to government partners in development and implementation of policies and programs related to people with disabilities. We also provide technical support to curriculum development in areas of social work, rehabilitation training, provide vocational and employment assistance; rehabilitation services; delivery of assistive devices for people with disabilities.

In the disability sector, VNAH has played an instrumental role in assisting governmental and non-governmental partners to develop and implement important disability related policies and programs, including the establishment of the National Coordinating Council on Disability - NCCD (2000), Vietnam Federation on Disability (VFD), the National Committee on Disability – NCD (2015), the ratification of the Convention on the Rights of Persons with Disabilities – CRPD (2014), National Law on Disability, the Disability Law Executive Decree and its Circulars, the National Action Plan on Disability, the Labor Code, the Vocational Training Law, The Penalty Decree on Administrative Fines on Violation of the Law and Policies on Disability, the National Rehabilitation Strategy/Action Plan, Code and Standards on Accessible Construction (2002) and ICT (2010), the Accessible Vehicle Standards and Regulations for Public Transportation (2006), and Training Curricular for University on disability related issues and Monitoring and Evaluation Framework for NCCD on Disability Policies and Law.

Under the Disability Rights Enforcement, Coordination and Therapies (DIRECT) Program funded by USAID, VNAH is currently collaborating with the National Committee on Disability, the Ministry of Labor, Invalids and Social Affairs (MOLISA), Ministry of Health (MOH) to implement existing polices/programs and promote new policies/programs designed to improve the quality of life of people with disabilities in Viet Nam. VNAH is also working with Universities including University of Medical and Pharmacy Ho Chi Minh City and others to improve short-course training programs on rehabilitation and provide training for local practitioners. We are also working with local partners to provide rehabilitation services and other direct assistance for persons with disabilities.

The Program Officer (PO) shall assist in the day-to-day implementation and successful completion of the projects/programs as stipulated in the project documents and as directed by Project Management and/or Country Director. The PO shall be primarily responsible for the provision of support for completing the objectives of programs/projects in the disability area. He/She shall also assist in other VNAH projects/programs as requested. He/She shall participate/assist in communications with Project partners, NGOs, financial management of assigned project/tasks, and report writing.

Location: VNAH Hanoi Office      Direct Supervisor: Policy Team Coordinator

### **Key responsibilities of the Program Officer:**

The programmatic focus of the Project Officer will be primarily on program component that related to (1) capacity building for National Committee on Disability, (2) Circular on health insurance for rehabilitation services. Moreover, when needed or as requested, the PO will provide assistance and support to the team coordinator in implementation of the project activities related to (3) CRPD, (4) NCD M&E indicators, (5) DIS.

The PO will also provide guidance and support to the project assistant and volunteers in all aspects of the project implementation as needed.

**Specific responsibilities and duties of the PO are:**

- Program/Project Preparation and Implementation:
  - prepare the project progress reports following requirements of the project.
  - assist the project teams in preparation, implementation and monitoring of project work-plan, budget plan and budget expenditures (Including monthly and/or long-term/overall work-plan) in relation with project planned activities and objectives.
  - undertake assigned actions to meet project objectives, indicators and deadlines.
  - arrange, coordinate and participate in Project meetings, seminars, workshops, conference, trainings, site visits, and other activities/events;
  - maintain the internal monitoring and evaluation tools to collect and monitor the progress of the project activities (vis-à-vis planned indicators and target).
  - advise and report to the project management on project progress and problems with a priority on preventing and minimizing difficulties or delays;
- Communication and interaction with partners and external customers:
  - Develop and maintain good and effective contact/communication with staff of Project partners and other stakeholders, including Government, local and international NGO, groups/organizations of people with disabilities (PWD).
  - Conduct regular meeting and communication with these entities as necessary
- Others:
  - Keep current on Government of Viet Nam and donor policies, programs and plans related to disabilities, social economic issues (such as SEDP and other national target programs), and other VNAH areas and sectors of interest (these would include reading relevant reports, monitor/follow up on progress on these issues, doing research, study, analysis, etc)
  - undertake and assist in translation and interpretation as requested;
  - undertake and assist other project/program assistant and volunteers in the collection, maintenance and filing of all Project as well as field related information, documents, reports, etc. in all formats – print, electronic, video, audio, etc.;
  - undertake and/or assist in preparing articles, news release, routine correspondence and report (monthly, quarterly, ad hoc);
  - assist other staff responsible for other VNAH projects in all aspects of project implementation as requested by Management;

- assist senior staff in fundraising and/or expanding/developing new programs.
- keep current on Government of Viet Nam, donors and NGO policies, programs and plans related to disabilities and civil society (including doing research, study, analysis etc).
- undertake other duties as assigned by responsible staff, including the Policy team coordinator and the Country Director.

**Note:**

All additional terms and responsibilities of this Program Officer position are as stipulated in VNAH's Policies and Procedures to which both VNAH and the PO are bound with.

**Qualifications required**

- Preferably Master Degree in disability, education, social work or related social sciences.
- At least 5 years of relevant working experience. Experience working with international NGOs in disability field preferable.
- Understanding and experience in development work particular in the disability field.
- Understand about Viet nam disability policies and disability's treaties, convention etc
- Initiative and creative in solving problem
- Ability to work independently and with the team.
- Excellent oral and written communication skills (English and Vietnamese)
- Good organizing skills and interpersonal skills
- Good accounting and administrative skills.
- Good computer skills in MS-applications (Word, Excel, Power Point and Outlook)

Interested candidates please send application letter and latest CV to VNAH at: [loinguyen@vnah-hev.org](mailto:loinguyen@vnah-hev.org).  
Closing date: June 30, 2016. Only short-listed candidates will be contacted for interview.

VNAH is an equal opportunity employer and does not discriminate on the basis of race, color, national or ethnic origin, religion, gender or disability in its employment and promotion practices.