

# Project Officer

Hanoi Association of People with disabilities (DP Hanoi) is a social organization of persons with disabilities in Hanoi city. DP Hanoi's operation is to encourage, assist and facilitate persons with disabilities to strive for their independent lives and to become useful for their families and communities; to raise the awareness of persons with disabilities and communities on persons with disabilities and to facilitate equal social participation by the disabled people.

The Association aims to promote, encourage, assist and create opportunities for people with disabilities to overcome difficulties and strive for education, vocational training and employment to be self-reliant in their lives, become useful to families and integrate equally in society.

Since 2014, DP Hanoi has cooperated with the Korean Society of rehabilitation for people with disabilities (KSRPD) to carry out the project "Setting up the environment for persons with disabilities to narrow their digital divide in Hanoi". In 2016, the project is going to be implemented in eight districts in Hanoi with the key activities related to ICT training and employment for persons with disabilities. The project is expected to further extend to the end of 2017. DP Hanoi is seeking a candidate for the position of project officer.

## Job Descriptions:

- Prepare activity plan.
- Cooperate with DPOs and stakeholders to conduct the project.
- Organize project activities in the collaboration with project team and partners.
- Make reports of project activities as requirement.
- Ensure good communication and cooperation with partners and project team.
- Monitor and evaluate implementation and results of activities.

## Key Qualifications

- Graduate university.
- Minimum two-years experience, person with disabilities and person working on disability are preferred.
- Ability to communicate in English.
- Computer literacy: good at Microsoft Word, Excel, Power Point, Internet...
- Willing to travel frequently to project sites.
- Ability to work independently and flexibly

**Working period:** full time from September 5<sup>th</sup> 2016 – December 31st 2016, may extend to 2017 due to performance and project budget.

**Working place:** DP Hanoi office

**Documents:**

- Application letter and Curriculum Vitae (CV) in both Vietnamese and English.
- Copies of related certificates and degree.

**Contact:**

Send application and CV to e-mail: [admin@dphanoi.vn](mailto:admin@dphanoi.vn) or [hoinkt@gmail.com](mailto:hoinkt@gmail.com) before August 29<sup>th</sup>, 2016.