

# Project Coordinator

## **Organization information:**

Established in January 2010, the Center for Supporting Community Development Initiatives (SCDI) is a non-governmental, non-profit organization registered under the Vietnam Union of Science and Technology Associations.

SCDI deeply believes that each individual and community has great hidden potential, which can be used not only to tackle their own problems, but also to contribute to the development of the society. Through the approach of empowerment together with policy advocacy, SCDI aims to create motivation and an environment for these potentials to be realized in favor of positive goals.

## **Project information:**

PITCH (Partnership to Inspire, Transform and Connect the HIV response) is a multicountry programme established by a strategic partnership, which comprises of Aids Fonds/STOP AIDS NOW!, the International HIV/AIDS Alliance (the Alliance) and the Dutch Ministry of Foreign Affairs (the Ministry). The policy programme aims to beat the AIDS epidemic in countries that are most affected by HIV. In these countries the programme will strengthen local civil society organisations (CSOs) to advocate for (1) Equal access to HIV and sexual and reproductive health (SRH)-related services; (2) Equal sexual and reproductive health and rights (SRHR) for those most affected by HIV; and (3) Decriminalisation, particularly for key populations (KPs).

PITCH will focus on building advocacy capacity of groups affected by HIV and AIDS with the aim to have significant impact on the HIV epidemic in the country. It will build new coalitions and bring local evidence to the regional and global policy development level. "Beat the AIDS Epidemic" recognises that HIV is fuelled by weak political commitment to ending HIV, by social conservatism, a lack of support for evidence-based programming and an erosion of the civil and human rights of key populations by the state. Recent years have seen further erosions of the rights of marginalised groups, particularly due to the adoption of retrograde and unhelpful laws. Policy-influencing, lobby and advocacy efforts supported through this programme will aim to change this in 9 focus countries, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Uganda, Ukraine Vietnam, and Zimbabwe, and two regions ((Sub Saharan Africa and Eastern Europe/Central Asia). The programme will run from January 2016 to December 2020.

PITCH has partnered with SCDI since early 2016 to strengthen their work in Vietnam.

We are seeking qualified applicant for the position of Project Coordinator based in Hanoi.

**Responsibilities:**

The Project Coordinator will work in close collaboration with other team members and implementing partners to ensure that all activities are well coordinated to achieve the project goal and objectives, and most efficient use of resources. Tasks include (but not limited to):

- Contribute to the development and management of project's work plan and budget;
- Contact with central and local stakeholders (government agencies, health centers, CBOs, local authorities, etc.) to advocate, foster collaboration and promote project activities;
- Support Project Manager in preparing project documents and reports to the donor;
- Support Project Manager in negotiation and contract signing with local project partners;
- Coordinate, monitor and support the project team and implementing partners to organize project activities, and follow up to ensure delivery of desirable outcomes within projected time frame;
- Coordinate support for international experts and consultants to execute their tasks with the project as required;
- Participate in researches, evaluation and development of technical documents;
- Provide technical assistance and support to provincial project officers and partners;
- Review and consolidate reports of different project sites into the project report; timely provide feedbacks to solve problems and improve the project quality;
- Conduct quarterly and ad-hoc visits to project sites to monitor project implementation and provide technical assistance;
- Participate in relevant activities of the program and SCDI when required.

**Knowledge and skills required:**

- At least 4 years of work experience in social work, development project or children/youth related areas, with at least 2 year experience in HIV or drug addiction related interventions.
- Bachelor degree, preferably in social work, public health, management or other social sciences.
- Demonstrated capacity and experience in coordinating project activities.

- Demonstrated capacity and experience in advocacy and coordinating with multiple partners (community, government and international organizations).
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- Demonstrated knowledge of children, young people and vulnerable groups that SCDI is working with (people living with HIV, sex workers, drug users, LGBT, etc.)
- Organizational and problem-solving skills
- Good communication and interpersonal skills
- Ability to work independently or in a team and with diverse groups of stakeholders
- High responsibility, resourcefulness, ability to handle multiple tasks and changing priorities
- Good English written and oral communication skills
- Competence in Word, Excel, Power Point and other internet-based working tools.

**Other requirements:**

- Willing to travel to project provinces
- No stigma and discrimination against people living with HIV, drug users and other vulnerable groups.

**Salary and compensation:**

- Salary is negotiable and commensurate with capacity and experience, with an opportunity of reviewed annually based on staff's performance.
- Benefit package (insurance, annual leave, health check and incentives) as regulated by Vietnam's Labor Law and SCDI's policies.
- Participation in staff development program.
- Probation: 2 months, salary during probation period is equivalent to 85% starting salary.

**How to apply:**

Interested candidates should send:

- CV (Pdf)

- A cover letter (Pdf):

Via email [nhungtran@scdi.org.vn](mailto:nhungtran@scdi.org.vn)

Subject: Apply for Project Coordinator\_Name

Deadline: 30th November 2016.

SCDI offers equal employment opportunity for all applicants, irrespective of gender, sexual orientation, ethnicity and religion. SCDI encourages members of vulnerable communities with suitable capacity to apply for position at SCDI Please check in our website: [www.scdi.org.vn](http://www.scdi.org.vn) for more information about the organization.