

Project Officer

EMPLOYMENT OPPORTUNITIES – DISABILITY PROJECT OFFICER

The International Center (formerly known as Vietnam Veterans of America Foundation -VVAF) is a humanitarian organization that has addressed the consequences of war through advocacy and service programs in Vietnam for the last three decades. As a cofounder of the International Campaign to Ban Landmines, IC-VVAF was awarded the Nobel Peace Prize in 1997. Now working under The International Center, IC, focuses on disability support, landmine removal, and mental health programs

Under the financial support of United States Agency for International Development (USAID), IC has been implementing the Disability Support Project in three provinces of Thua Thien Hue, Quang Nam and Binh Dinh from July 2015 until September 2020. This project aims to improve the accessibility of the people with mobility impairments in Thua Thien Hue, Quang Nam, and Binh Dinh to quality and affordable assistive devices.

Three specific objectives of the project include: (i) Improved availability of quality assistive devices for people with mobility impairments in Thua Thien Hue, Quang Nam and Binh Dinh provinces; (ii) Improved capacity of selected province based practitioners, people with disabilities and care givers on assistive devices/technologies related issues; and (iii) Increased community access to information on assistive devices/technologies.

In order to achieve the above mentioned objectives, a wide range of activities will be implemented in the three project provinces including the community based assessment to identify the need of the people with mobility disability for the assistive devices (AD); the delivery of the ADs and follow-up of the use of the AD; series of short training courses for community staff, family members and people with disability on AD related issues; communication activities for raising public awareness on AD related issues, etc.

To assist the IC's project team and the provincial partners in planning, implementing, monitoring and supervision of the project activities, IC is seeking for a qualified person to fill in the position of the Project Officer.

PROJECT OFFICER

Citizenship: Vietnam

Duty Station: Hanoi and three project provinces of Thua Thien Hue, Quang Nam, and Binh Dinh

Duration of Assignment: Full-time job from March 2017 to March 2018 with the possibility to extension

Salary: Competitive

Qualifications

- Academic background: University degree in medical science, public health, social development or social science. University background related to physical therapy/rehabilitation preferred.
- At least three years working experience in projects supporting vulnerable group related work preferably with disability, NGO experience is a plus
- Strong interpersonal, communication (both written and verbal) and organizational skills
- Proficient oral and written English
- Ability to work under a flexible schedule
- Good understanding of the rehabilitation system and procedures in Vietnam preferred
- Good computer skills and experience

Scope of work

- Closely work with Project Director and Project Coordinator to prepare annual work plans and detailed implementation plan for the project;
- Ensure program implementation according to the annual work plans and targets set by Project Director;
- Assist the Project Director and Project Coordinator in preparing quarterly reports to donors;
- Conduct field visits to monitor, supervise and evaluate activities;
- Take lead in organizing meetings, trainings, and workshops;
- Support in preparing training curriculum & materials;
- Ensure that all the necessary financial documentation of project activities are complete and in accordance with financial management systems;
- Support M&E Officer where required;
- Provide translation and interpretation upon request;
- Other necessary duties as required

SUPERVISION AND PERFORMANCE EVALUATION:

The incumbents work under the direct supervision and evaluation of the Disability and Mental Health Programs Director at IC-VVAF's office at 4th Floor, Viet Hong building, 58 Tran Nhan Tong, Hanoi with regularly travelling to provinces.

Applications including CV and letter of interest to be sent to IC-VVAF office at 4th Floor, Viet Hong building, 58 Tran Nhan Tong, Hanoi or via email icvietnam@theintlcenter.org before 17.00 February 26, 2017.

Only shortlisted candidates will be invited for interview.

IC is an equal opportunity employer

People with disabilities are encouraged to apply.