

Program Coordinator for Disability Program

VACANCY ANNOUNCEMENT

Post title : Program Coordinator for Disability Program

Location : based in Hanoi with frequent travel required

Submission opening date : 20th Feb 2017

Submission closing date : 3rd March 2017, at 17:00 (Hanoi time)

Contract duration : one -year contract for the first year. It is extendable

How to apply: applicants send a Cover Letter and CV to nhung.vuhong@mcnv.vn

Introduction

MCNV was established in the Netherlands in 1968 and has been supporting health development in Vietnam since then. Since 2004 MCNV also has programs in Laos. Nowadays, MCNV runs a number of programs in Vietnam and Laos to address a broad range of issues, not only health but the social determinants of health: poverty alleviation, increased livelihood, training of health care professionals, and comprehensive rehabilitation of the disabled. The main programmes aim to provide comprehensive social and economic support to those who are often marginalised or excluded from the development process, making empowerment a key goal in all programs.

In Vietnam, MCNV has two offices: A representative office in Hanoi and a Regional Office in Quang Tri provinces. MCNV now is looking for a position of Program Coordinator for Disability Program with detailed description of tasks and requirement of qualification as following.

Job Summary

This position is responsible for implementation of Health and Social component within the Disability Program of MCNV Representative Office in Hanoi. This Program Coordinator (PC) will work in the field of support Persons with Disability (PWD) and their families to access better medical rehabilitation service provision and capacity building aiming at final goal is to contribute effectively to better inclusion of PWD in Vietnam. The PC will work focus on a project of development of rehabilitation education, therefore she/he will work mainly with national stakeholders including relevant ministries and universities, hospitals and institutions.

The PC will be requested to report directly to the Manager of Disability Program and finally to the Country Director of MCNV in Vietnam.

I. Key tasks and responsibilities

- Programme management and implementation:
 - Discuss and support the MCNV partners to develop and implementation of the annual plans.
 - Assist and work with local partner in preparing contracts between MCNV and partners for implementation of agreed plans.
 - Keep right track of plan implementation related to assigned projects/programs, keep those program/project administrations in order.
 - Monitor project activities according to project cycle of MCNV together with Project Manager when need.
 - Report on activities of project areas in time and in the appropriate format in collaboration other team members and in consultation with Program Manager for Reporting in the Hanoi Office.
 - Participate in answering letters and requests for information regarding assigned program components.
 - Assist and facilitate trainings, workshops etc. in project areas when needed.
 - Identify obstacles during program implementation and discuss with other team members and Program Manager to find solutions.

- Programme development:
 - Identify needs of PWD in project areas as well needs of PWD in general and discuss with other team members and Program Manager to initiate the new ideas of support PWD.
 - Contribute actively to further development of strategy of support PWD and advice MCNV on development of Disability Program.
 - Contribute to the policy and strategy development of MCNV and further development possibilities in Vietnam.

II. Professional competency requirements

- Background: University degree or higher level in an appropriate subject with advanced training in a field of specialization related to the work including General Medicine, Rehabilitation or Public Health.
- Experience with an NGO or developmental organization is preferred. It is advantage for candidate to have minimum 5 years related experience of capacity building or service provision of Rehabilitation for PWD.
- Good understanding of disability concept and rights of PWD
- Demonstrated in implementing and monitoring relevant program in more than one location, both programmatically and financially
- Keep updated with relevant professional knowledge and practice in Viet Nam and the region
- Strongly experience in working with stakeholders at national level including ministries and universities, institutions.
- Able to apply participatory methods in training, management and supervision
- Able to work independently and in a constructive way in a team
- Fluent in English: reading, writing, speaking and listening
- Excellent in Vietnamese communication, especially writing official letter to partners.
- Representative skills with high level of professionalism, diplomacy and integrity with colleagues and partners
- Careful, accurate, honest, enthusiastic in carrying out the work
- Willing to learn from colleagues, partners, and stakeholders
- Organized, able to work according to deadlines and instructions
- Commitment to travel up to 40% of time, both domestically and internationally and work under pressure to meet deadlines
- Demonstrated ability to manage and foster strong networks and contacts with relevant governmental and non-governmental organizations, institutions and network.
- Strong commitment to development work and specific organizational strategy and the country's relevant specific development needs.

III. General requirements for MCNV employees

Everyone who works for MCNV is expected to show the following characteristics in the performance of their tasks:

- Be pro-active in sharing information regarding office activities and project or other relevant issues with MCNV staffs and other external stakeholders when appropriate.
- Be helpful and supportive and maintain a good relationship with other members of their team and all MCNV staffs.
- Maintain the highest standards of integrity and honesty to ensure appropriate use of MCNV funds
- Maintain a good relationship with project partners, based on mutual respect, transparency and accountability, recognizing that MCNV activities can only function on the basis of good partnership
- Perform the work to the benefit of the aims and policies of the MCNV
- Refrain from communicating any internal information, either in documents or verbally, to outsiders without the explicit approval of the relevant adviser and or the Country Director in Vietnam
- Avoid any actions or expressions, which would damage the good name of the MCNV
- Carry out their work to the best of their knowledge and ability at all time, and never neglect the aims and priorities of MCNV