

**Job Description - Project Officer**  
**For Project “Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”**

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**Introduction:**

Sustainable Health Development Center – VietHealth ([www.viethealth.org.vn](http://www.viethealth.org.vn)) is a Vietnamese NGO registered under the Vietnam Union of Science and Technology Association (VUSTA). The center has been providing humanitarian and development assistance programs with a focus placed on health and community health. On-going projects include technical assistance to local partners in development and implementation of programs related to children with disabilities, mental health, reproductive health care, water and sanitation, and life skills training. We also provide rehabilitation services; delivery of assistive devices for people with disabilities as well as small rural development projects and relief assistance.

In the disability sector, VietHealth has played an instrumental role in assisting governmental and non-governmental partners to develop and implement important disability related early detection and intervention. Currently, VietHealth is working towards the Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”, a project funded by USAID. Through this project VietHealth will continue to improve the quality of life of CWDs under 6 years old and their family by implementing a comprehensive model of early childhood disability detection and intervention (ECDDI) with services, development and education, and to integrate into society.

**General scope of the job**

This position works under the supervision of the Project Coordinator and is responsible for the proper implementation of the DISTINCT project in project sites. Additionally, this position shall work closely with the local supporting officers, local authorities and beneficiaries of the project.

**Responsibilities and tasks**

The PO shall assist in the day-to-day management, implementation and successful completion of the projects/programs as stipulated in the project documents and as directed by the Project Coordinator and/or COP. She/he will work with and support

his/her unit to complete the objectives of the above activities. She/he will also provide supports to the Project Team for completing other objectives of the current activities in disability area.

She/he shall also assist in other VietHealth projects/programs as requested. She/he shall participate/assist in communications with Project partners, NGOs, financial management of assigned project, and report writing. The PO will be located in VietHealth's Hanoi office and work under the direct supervision of the Project Coordinator (most of the time) and the COP (when needed).

Specific responsibilities and duties of the PO are:

- Work with and support consultant, local partners, including local DOLISA, DOH and DOET and other related Departments; Ho Chi Minh City University of Education to develop and implement the overall plan for comprehensively strengthening the capacity of key personnel in early childhood disability detection and intervention for children under 6 years old and manage their information. Activities will include budget plans and budget expenditures in relation with project planned activities and objectives, design the bachelor curriculum and TOT training materials and establishment of a pool of experts on disability screening, assessment, rehabilitation and case management for CWD;
- Ensure partners collaborate/work with service providers, government agencies, local and international NGOs, groups/organizations of people with disabilities (PWD) and VietHealth as a team in the process of implementation of the DISTINCT. The PO is not allowed to initiate direct negotiation and communication with donor and senior officials of government partners without advance approval from VietHealth senior staff;
- Oversee/monitor the drafting process, including the curriculum development and TOR training materials, provide comments, inputs, and review to drafts;
- Assist and ensure that the local partners will carry out:
  - ✓ reviews and consultation with experts; development of curriculum and training materials, training to teachers and practitioners and CWDs' parents on contents of curriculum, monitoring and evaluation of curriculum implementation,

- ✓ conducting screening for all children from 0 to 6 years old at project sites;
  - ✓ classifying and assessing child disabilities
  - ✓ offering intervention for CWDs;
  - ✓ supporting for referrals treatment;
  - ✓ organizing club for parents of children with disabilities
  - ✓ raising awareness of the community on childhood disability and ECDDI model
- Assist and report to the Project Coordinator and COP on project progress and problems;
  - Arrange, coordinate and participate in Project meetings, seminars, workshops, conferences, trainings, site visits, and other activities/events;
  - Undertake and assist in translation and interpretation as requested;
  - Undertake and assist M&E project officer and VietHealth staff in the collection, maintenance and filing of the 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, as hoc);
  - Assist other staff responsible for other VietHealth projects in all aspects of project implementation as requested by senior 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 Project Coordinator, COP, Director, President and/or their designates.

***Qualification and experience required***

- Committed Vietnamese citizen
- University degree, subjects on public health, education and social work are preferable
- At least 3 years of relevant working experience

- Understanding of the rights, policies and issues of people with disabilities in general and children with disabilities in particular is preferable
- Proven negotiation, facilitation and presentation skills.
- Sound knowledge of local level issues and participatory methodology
- Networking and partnership building techniques familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Willing to undertake regular field visits and interact with different stakeholders, especially primary stakeholders
- Good analytical skills;
- Ability to work under pressure in response to changing needs;
- Initiative and creative in solving problems
- Ability to work independently and with the team
- Good organizing skills and interpersonal skills
- Good accounting and administrative skills
- Good oral and written communication skills (English and Vietnamese)
- Good computer skills in MS-applications (Word, Excel, Power Point and Outlook)

*Desirable:*

- Understanding of context of civil society organizations and disability policies and advocacy campaigns in Vietnam
- Ability to work across boundaries and enable cooperation among groups/actors

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

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