

## **MCNV Representative Office**

### **Recruitment announcement of MCNV Position: Program Officer for Disability Program**

#### **Job Summary**

This position is responsible for the implementation of the Health and Social component within the Disability Program of the Representative Office MCNV in Hanoi. This Program Officer will work in the field of supporting People with Disabilities access to medical rehabilitation services and building capacity of service providers to contribute effectively to better inclusion and improve the quality of life of PWD in Vietnam. The Program Officer will be requested to report directly to the Deputy Program Manager and finally to the Country Director of MCNV in Vietnam.

Location: Ha Noi City. Domestic travel is requested (about 50% of working time) to the provinces in the Central areas of Vietnam.

Duration: 15 months, renewal possible.

#### **I. Key tasks and responsibilities**

- Discuss and support the MCNV partners to make the plans for project implementation.
- Assist and work with local partners in preparing plan and contracts between MCNV and partners during implementation of the project.
- Support financial staff to develop the detailed budget for specific activities assigned.
- Organize project activities in the field accordingly to the agreed plan
- Monitor project activities according to the project cycle of MCNV in assigned provinces, and manage the monitoring data.
- Report project progress in collaboration with other team members.
- Participate in answering letters and requests for information regarding assigned program components.
- Assist and facilitate training, workshops, etc. in project areas when needed.
- Identify obstacles during program implementation and discuss with other team members and Program Manager to find solutions.
- Participate in sharing experience, knowledge and skills among team members, with other MCNV colleagues as well as partners.
- Perform additional tasks when possible and interested and agreed or requested by and with the approval of Program Manager.
- In charge of **making executive decisions and solving technical problems arising during the implementation of programs, in consultation with Program Manager when needed.**

#### **III. 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 Medical, Public Health, or Social Work.
- Experience: Minimum 7 years related experience of capacity building or service provision in relation to Rehabilitation or support for People with disabilities is preferable.
- Experience with an NGO or developmental organizations.
- Good understanding of Rehabilitation, disability, and Rights of PWD
- Rich experience **in Project Management including planning, implementation, monitoring, evaluation and learning**
- Strongly experience in working with stakeholders at the local level (Provincial, District and community)
- 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
- Good skills in working with PC and MS Office
- **Representative skills with a high level of professionalism, diplomacy, and integrity** with colleagues and partners
- Careful, accurate, honest, and enthusiastic in carrying out the work
- Good skills of team work, and able to work under high pressure.
- Willing to learn from colleagues, partners, and stakeholders
- Organized, able to work under high pressure
- **Demonstrated ability to manage and foster strong networks and contacts with relevant governmental and non-governmental organizations, institutions, and network.**