

# **MCNV Representative Office**

## **Job description of the field staff for the Disability Program**

### **Job Summary**

This position is responsible for the coordination, supervision, and implementation of the activities at the community level in the project province. The field staff will report directly to the Deputy Program Manager and ultimately to the Country Director of MCNV in Vietnam.

Location: Quang Nam province. Travel is requested (about 80% of working time).

Duration: 15 months with the possibility of extension.

Expected start: July 2023.

### **Specific duties and responsibilities**

- Keep the right track of the plan implementation related to assigned projects/programs in the project areas.
- Monitor project activities according to the project plan in the province, and manage the monitoring data.
- Coordinate with MCNV staff from Hanoi to conduct field activities.
- Provide technical assistance to the project's partners.
- Assist MCNV project officers, external visitors, and consultant at the project areas during their visits.
- Assist MCNV staff from Hanoi to organize trainings, workshops, events, etc. in project areas when needed.
- Report on activities of the project areas timely and in appropriate format in collaboration with other team members.
- Identify obstacles during program implementation and discuss with other team members to find solutions.
- Make executive decisions and solve technical problems arising during the implementation of programs, in consultation with MCNV Country Director/Deputy Project Manager when needed.
- Participate in sharing experience, knowledge and skills among team members, with other MCNV colleagues as well as partners.
- Perform other duties as assigned by the MCNV Country Director/Deputy Project Manager.

## **Qualifications requirements**

### *Background*

- University degree or higher level in an appropriate subject, or related field. The advanced certificate in Medical, Public Health, or Social Work is preferred.

### *Experience*

- A minimum of 5 years of experience in capacity building or service provision in relation to rehabilitation or support of people with disabilities (PWDs) is preferable.
- Experience with an NGO or developmental organizations.
- Good understanding of rehabilitation and PWDs.
- Rich experience in project management including planning, implementation, monitoring, evaluation, and learning.
- high experience in working with stakeholders at local levels (provincial, district, and commune levels).

### *Competencies*

- Good knowledge of program implementation, monitoring, evaluation techniques, and practices.
- Good skills in working with PC and MS Office.
- Ability to apply participatory methods in training, management, and supervision.
- Ability to work in a team and good interpersonal skills.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.
- Fluency in English: reading, writing, speaking, and listening.