

# Research Center for Inclusion

## **JOB PROFILE**

**Job Title:** Project Officer  
**Place of Work/Location:** Hanoi (*approx. 50% time on travel to field sites*)  
**Report to:** Program Manager  
**Start date:** May 2023

### **Project Background**

The project “Improve the quality of life of people with disabilities in provinces heavily sprayed with Agent Orange in Vietnam” (herein referred to as Inclusion) is funded by United States Agency for International Development (USAID) and implemented in three provinces of Quang Tri, Thua Thien Hue and Quang Nam.

Research Center for Inclusion (RCI), as a leading organization of the Alliance of All for Inclusion, with four partner organizations (Vietnam Health Improvement Project (VNHIP), RENEW Project, Funds of Genetic Counseling & Disabled Children (FGCDC), Thien Nhan Rehabilitation Center - formerly known as Quang Tri Provincial Charity Association) is granted as a sub-awardee to implement the project components of Inclusion on rehabilitation and care.

### **Key Tasks & Responsibilities, including MEL** (monitoring, evaluation and learning)

- Coordinate and support the project activity implementation in coordination with RCI Program Manager and Project Officer;
- Coordinate working relationship with project partners, maintaining regular communication and ensuring delivery of project activities, including donor compliance;
- Conduct field visits for the purposes of monitoring & evaluation, provision of technical support to project partners, documentations of lessons learnt and successful stories;
- Work closely with the project team for preparation of project reports, work-plans, and contribute to development or revision of project technical documents;
- Lead the organization of meetings, workshops and training events;
- To support MEL officer, including data collection, analysis, reporting and capacity building for partners and stakeholders;
- To assist MEL officer in developing forms, indicators and methods for collecting associated data and reporting;
- Perform other tasks as required by Program Manager and Director.

### **Selection criteria (desired)**

- A minimum of a Bachelor Degree in any discipline relating to social development, disability, community development or public health
- At least 3 years of practical experience with NGO and/or relevant development projects
- Proven abilities to undertake development projects
- Good report writing skills
- Fluent in spoken and written English
- Self motivated and able to work with limited supervision
- Well developed interpersonal and team skills

**Benefit package:**

1. A maximum 13<sup>th</sup> month additional salary pay as annual TET bonus calculated over the number of worked months
2. A free annual standard health check with a maximum of 3,000,000VND
3. An additional combined personal accident and hospitalization insurance package
4. 20 annual holidays and all public holidays

*Salary: Please indicate your expected salary in your application*

**Application**

Interested applicants are invited to submit their application to [lan.ntp@nlrmekong.org](mailto:lan.ntp@nlrmekong.org) **by 15th April 2023**. Only shortlisted candidates will be contacted.