

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:	September 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 an implementing partner of the project for the components of rehabilitation and care.

Key Tasks & Responsibilities, including AMEL (activity, 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 13th 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 **by 27 August 2023**. Only shortlisted candidates will be contacted.