

RECRUITMENT ANNOUNCEMENT

Center for Creative Initiatives in Health and Population (C.CIHP) is a Vietnamese NGO registered under VUSTA since 2008. We are working in the fields of public health, health equity, gender and gender-based violence, reproductive and sexual health, and disability and mental health.

C.CIHP is currently looking for **01** qualified candidate to join Disability and Mental Health program. The contract term is 12-month and will be renewed annually. The current funding for the positions is guaranteed to end of 2025 and expected to extend to 2026.

Under the project Inclusion 1 “Improving the Quality of Life of Persons with Disabilities in provinces heavily sprayed with Agent Orange”, C.CIHP, as the Prime, oversees coordination and sub-contractors’ management, making sure the effective and high-quality implementation of project activities toward the goal to improve quality of life of persons with disabilities in Quang Tri, Thua Thien Hue and Quang Nam provinces. The specific objectives of the project are as below:

- 1. Health and Rehabilitation services are expanded; health status and quality of life of persons with disabilities are improved.*
- 2. Social services expanded; social inclusion and direct support to persons with disabilities enhanced.*
- 3. Disability policies improved; public attitude is improved; barriers are reduced to ensure social integration of persons with disabilities.*

Closing date: **5pm, 25th Oct 2024** Expected starting date: **5th Nov 2024**

Working station: **Hanoi office** with possible travel to provinces.

Benefits: (1) Friendly and self-development working environment; (2) Competitive salary to be decided during contract negotiation (based the proved capacity and salary history of the candidates, the available personnel budget, and C.CIHP salary scale); (3) Annual salary review, the 13rd month-salary, and full insurance scheme. Other benefits according to C.CIHP regulations.

How to apply: Interested candidates submit (1) Resume in English with clear description of their background and working experiences that relevant to the applied position, and contact of 2 referees; (2) A cover letter in English to explain why they are qualified for the applied position; via email to Ms. Tran Phuong Trang at tpttrang@ccihp.org with specific title of the applied position in the email subject. ***Only qualified candidates will be contacted.***

C.CIHP is an equal opportunity employer. Every qualified applicant will be considered for employment. C.CIHP does not discriminate based on gender, gender identity or sexual orientation, and disability status.

Program assistants

Vacancies: 01

Report to: (1) Program officers; (2) Procurement and Contracting officer

Reported by: Interns

Collaborated with: (1) Finance team; (2) Communication officer

A: Inclusion-1 office: No.78 Nguyen Khang, Yen Hoa Ward, Cau Giay District, Hanoi

T: 024 35770261

W: <http://ccihp.org/>

Main tasks: (1) Administration and logistics arrangement for project office and project team business trips; (2) Supporting program officers and/or coordinator to organize logistics for the workshop/ training/ meeting/ events hosted by CCIHP and/or donor, GNV project owner; (3) Supporting Procurement and Contracting officer to complete paperwork for consultancy contract and service/supplies/equipment purchase; (4) Supporting technical activities implementation

Tasks description

Program assistants are expected to:

- Administration and logistics arrangement for project office and project team business trips:
 - o Daily administration for project office, including supplies management and supporting routine payment for office operation
 - o Set up and minutes taking for team meetings
 - o Organizing and filing project documents in the online filing system
 - o Planning and preparing logistics documents for project team business trips, and collaborating with the finance team for booking services (budget estimation for advance, venue, accommodation, car, air ticket etc.)
 - o Preparing documents (draft and scan) to inform local partners and stakeholders on the business trips and activities by Prime in the sites
- Supporting program officers and/or coordinator to organize logistics for the workshop/ training/ meeting/ events:
 - o Logistics arrangement for the workshop/ training/ meeting/ events, including planning for organizational activities, seeking for appropriate venue and services, providing logistics guidance to participants, and completion of administrative paperwork for payment (venue, accommodation, participants etc.)
 - o Supporting with documents/ materials format and dissemination to participants (online or printed versions)
 - o Collaborating with communication officer to prepare banner and standees, and other promotion products if any
 - o Supporting minutes taking/recording for project documentation
 - o Collecting documents/ presentation materials/ technical reports/ pictures for project filing
- Supporting Procurement and Contracting officer to complete paperwork for contract and purchase, especially the ones related to logistics for business trips/ events, and supplies for office operation.
- Supporting technical activities implementation:
 - o Translating materials/ documents from English to Vietnamese and vice versa
 - o Supporting to prepare materials/ documents: putting text to slides, formatting slides/handouts
 - o Supporting technical activities at basic/ simple level during the fieldtrips under the supervision of program officers

Qualification:

A: Inclusion-1 office: No.78 Nguyen Khang, Yen Hoa Ward, Cau Giay District, Hanoi

T: 024 35770261

W: <http://ccihp.org/>

- Proved logical thinking and well-organized capacity;
- Proactive and willing to learn new things;
- Good communication in both writing and speaking in English and Vietnamese;
- Ability to work under pressure and to be flexible to handle multi-tasks;
- Having experiences in projects/activities supporting marginalized population or persons with disabilities is an advantage;
- Ready to take business trip to the intervention provinces.