

MCNV Representative Office
Job description of Program Officer for Disability Program

Job Summary

This position is responsible for implementation of the Inclusion 1 Project with the funding from USAID. This Program Officer will assist people with disabilities (PWDs) in accessing home - based care services and work to build the capacity of service providers to improve quality of life of PWDs in provinces of Quang Tri, Thua Thien Hue and Quang Nam.

The Program Officer will be requested to report directly to the Deputy Program Manager and ultimately to the Country Director of MCNV in Vietnam.

Location: Ha Noi City. Domestic travel is requested (about 25% of working time).

Duration: 07 months with possibility of extension.

Key tasks and responsibilities

- Collaborate with MCNV's partners to develop project implementation plans.
- Provide MCNV Provincial Project Officers with technical support to coordinate and implementation of project activities in the fields.
- Assist assigned colleagues to prepare contracts between MCNV and partners for agreed plans.
- Track the implementation of assigned project/program plans and maintain organized program/project administration.
- Monitor project activities in line with MCNV's project cycle in target provinces, manage monitoring data effectively.
- Report on project activities in a timely manner and in the required format, in collaboration with team members.
- Respond to letters and requests for information related to assigned program components.
- Support and organize trainings, workshops, and other events in project areas as needed.
- Identify challenges in program implementation and collaborate with team members to find solutions.
- Share experiences, knowledge, and skills with team members, other MCNV colleagues, and partners.
- Make executive decisions and resolve technical issues during program implementation, consulting the Program Manager/Deputy Program Manager when necessary.
- Undertake additional tasks as requested by the Program Manager/Deputy Program Manager.

Professional competency requirements

- *Education*: University degree or higher in a relevant field with advanced training in a specialization related to Medical, Public Health, or Social Work.
- *Experience*: At least 5 years of relevant experience in capacity building or care/rehabilitation service provision, preferably with an NGO or development organization.
- *Expertise*: Solid understanding of care, rehabilitation, disability, and the rights of PWDs.
- *Project Management*: Extensive experience in project management, including planning, implementation, monitoring, evaluation, and learning.
- *Stakeholder Collaboration*: Proven experience working with stakeholders at national (universities, and institutions) and local levels (provincial, district, and community).
- *Training and Management*: Skilled in applying participatory methods for training, management, and supervision.
- *Teamwork*: Ability to work independently and collaboratively within a team.
- *Language*: Fluent in English (reading, writing, speaking, listening) and excellent in Vietnamese communication.
- *Computer Skills*: Proficient in PC and MS Office applications.
- *Professionalism*: Strong representative skills with high levels of professionalism, diplomacy, and integrity in interactions with colleagues and partners.
- *Personal Qualities*: Detail-oriented, accurate, honest, and enthusiastic, with a commitment to learning from colleagues, partners, and stakeholders.
- *Adaptability*: Able to work effectively under high pressure.
- *Networking*: Demonstrated ability to build and maintain strong networks with relevant governmental and non-governmental organizations and institutions.