



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

The ICRC Special Fund for the Disabled (SFD) in Ho Chi Minh is looking for candidates for a:

Project Assistant (Full Time)

The ICRC-SFD regional office for Asia is supporting prosthetic and orthotic services in Vietnam, Laos and India. The Project Assistant works with the Head of regional office and participates actively in the elaboration, implementation and monitoring of the projects.

He/she will be responsible for:

- Analysing National disability issues with focus on physical rehabilitation matters
- Defining, together with the team, objectives and plan of action aiming to achieve SFD ambition in the region
- Supporting, monitoring or implementing directly planned activities
- Maintaining regular contacts and developing networking with relevant interlocutors (Ministries, NGOs, INGOs, Disabled People Organisations, private sector, etc.)
- Preparing operational reports and drafting correspondences/documents (letters, notes, memos, reports, messages, meeting agenda and minutes of meeting) in English and Vietnamese

Experience

- Previous work with an organisation involved in social work or development

Your profile

- Young male or female, fluent in English, who likes to interact with people and has sincere motivation to work for the benefit of persons with disabilities
- Good analytical skills with talent for writing in English and Vietnamese
- **Persons with disabilities are strongly encouraged to apply for the position**

We offer

- Dynamic work environment in a humanitarian international set-up
- Good working conditions.
- An agreeable working atmosphere
- Attractive package depending on qualifications

This position is a local position based in Ho Chi Minh
Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations and university transcript(s), by email only to: **jnininge@icrc.org**
Deadline: **26 March 2014**