

## TERMS OF REFERENCE

### General Information:

**Position:** Project Coordinator

**Location:** Ha Noi and other provinces (Hai Phong, Quang Ninh, Thai Binh, Ninh Binh và Nghe An)

**Working time:** 8hours/day ( 40 hours/week).

**Organization:** Center for Supporting Community Development Initiatives (VN NGO)

### Introduction

Global Fund Project on HIV / AIDS Component VUSTA, Sub-recipients SCDI implemented in 05 provinces including Hai Phong, Quang Ninh, Thai Binh, Ninh Binh and Nghe An in order to (1) provide prevention services to reduce the rate of HIV infection among injecting drug users, sex workers, men who have sex with men and transgender people; (2) Strengthen community systems to facilitate community participation in an effective and sustainable way in HIV / AIDS activities; (3) Remove legal barriers to create a conducive environment for the key group to access prevention services, care and treatment of HIV and strengthen the participation of social organizations and the community-based organizations (CBOs) to the fight against HIV / AIDS in Vietnam. The project began implementation from April 2015. The provision of project services are implemented through community-based organizations (CBO) of the key groups of the project.

Project Management Unit SCDI is seeking suitable candidates for the position of Project Coordinator.

### Responsibilities:

- Project Coordinator will be responsible for performing the following tasks:

- Represent SCDI to contact local partners and community organizations / self-help groups to promote the activities of the project as planned;
- Support PMU in negotiations and signing contracts with partners in the project provinces.
- Coordinate, supervise and support project staff and local project assistant.
- Monitor and follow-up activities and the performance of the project partners in the project provinces.
- Participate in visits to monitor and support to the partners of the project according to the schedule set out in the action plan of the project.
- Guide and timely support for the implementation of the project partners in the process of implementing the work such as involving in training, in partnership with local authorities, service providers, in mobilizing human resources and managing the fund.
- Guide and timely support to project staff, local project assistant and the local partners in solving problems and difficulties occurring during the implementation of project activities.
- Monitor the report submission of project staff and local project assistant. Summarize the reports by project staff and local project assistant and report the results and project activities in accordance with the reporting requirements and deadline set by the PMU.
- Promptly report the difficulties, challenges or problems that arise during implementation of the project to the Project Director.
- Report directly to the Project Director.
- Engage in other activities as required by the VUSTA PMU.
- Engage in other activities of SCDI as requested.

**Qualifications:**

- University graduated major in Social Sciences and Humanities, specializing in sociology, demography, psychology, health / public health or social work sectors

**Experience and skills:**

- At least 05 year working experience, in which at least 02 years experience working in projects related to HIV intervention, especially working with vulnerable communities ( such as people living with HIV, HIV infected woman and children, drug users, sex workers, MSM...)
- Ability to manage and coordinate project's activities and work with others partners in an effective way.
- Willing to travel to other provinces.

### **Other Requirements:**

- Willing to contribute to the community, no discrimination toward people living with HIV and vulnerable communities
- Ability to work independently, proposed initiatives; ability to analyze and solve problems in a reasonable manner.
- Ability to promote collaborative relationships between organizations.
- Good teamwork skills, good ability to adapt to high-pressure environment.
- Ability to transfer knowledge through training and coaching.
- Good English skills; ability to write reports in English.
- Good computer application skills;
- Be able to start working immediately.

SCDI conducts equal employment, regardless of race, gender, sexual orientation, and religion. SCDI encourages members of the vulnerable community to apply for job positions at SCDI.

### **Salary and Benefits:**

- Negotiable salary (depending on the applicant's qualifications and experience).
- Probation for 02 months with 80% starting salary.
- Other benefits under the regulations of SCDI.

### **How to apply**



Trung tâm Hỗ trợ Sáng kiến Phát triển Cộng đồng

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Mẫu số:

Mã dự án:

Mã tài chính:

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Applications should be in both English and Vietnamese sent by email to [nhungtran@scdi.org.vn](mailto:nhungtran@scdi.org.vn) before **June 10<sup>th</sup>, 2015**, including:

- **CV (including 2 references)**
- **Cover letter.**
- **The copy of related degree and certificates.**
- **For more information please access the website [scdi.org.vn](http://scdi.org.vn)**