



**TRUNG TÂM PHÁT TRIỂN SỨC KHỎE BỀN VỮNG VIETHEALTH  
Sustainable Health Development Center**

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## **RECRUITMENT NOTICE**

**The Sustainable Health Development Centre (VietHealth)** is a Vietnamese NGO belong to Vietnam Union of Science and Technology Association (VUSTA), working in the field of healthcare with a particular focus on clean water and sanitation, supporting public health in disasters/emergency setting, sexual and reproductive health, maternal and child health, HIV/AIDs, disability, and primary health care.

**The USAID funded project “Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”** aims at improving the quality of life of CWDs under 6 years old and their family by implementing a comprehensive model of early childhood disability detection and intervention (ECDDI) with services, development and education, and to reintegrate into society.

In order to coordinate the implementation of the project, we are looking for a qualified local professional for the position of

### **PROJECT COORDINATOR**

Duty location: Hanoi, Vietnam

Duration: 4 years from June 2015 till May 2019

#### **General scope of the job**

Reporting to the COP and the TM, this Project Coordinator is responsible for the management of the DISTINCT project, in line with VietHealth’s values, strategies, and policies. The coordinator will ensure that all of the project activities are well coordinated and managed to achieve the project goal and objectives, and most efficient use of resources. S/he will ensure strategic management of the DISTINCT project team and coordinate with the team members to design and develop project plans, implement, monitor, and evaluate activities to achieve stipulated objectives.

#### **Responsibilities and tasks**

##### ***Pre-opening tasks:***

- Assist the COP in the compilation of Project documents to be endorsed by VietHealth and the key partners of the Project in Thai Binh province (MOU, Internal project documents, cost norms, etc).
- Develop action plan for the establishment of the Project team and project office.
- Conduct the establishment of the Project team with support from the Hanoi office.
- Participate in the coordination meetings to initiate the need assessment in Thai Binh province
- Conduct the initial meetings

##### ***During project lifespan:***

- **Project management**
  - Project planning: Develop, review and revise planning whenever the needs occur
  - Project implementation:
    - Implement project activities;
    - Conduct participatory meetings with stakeholders for quality control;
    - Select and disseminate technical communication between VietHealth, NGOs, team and partners;
    - Identify needs for training, equipment, external support, and elaborate terms of reference;
    - Organize training as defined by proposals.

- **Project monitoring & reporting**
  - Prepare weekly planning and updates to share within VietHealth;
  - Follow up, spot check on-going activities for quality control;
  - Prepare periodical reports: reports for donor, internal reports (annual reports, information for website, newsletter...);
  - Update indicators, achievements, activities and results according to the project LogFrame;
  - Manage the statistical outcomes of the project
- **Project Evaluation**
  - Evaluate the project's activities periodically;
  - Identify with partners the possible re-orientation of the project.
  - Organize and participate in the external project evaluation on project impact.
- **Communications**
  - Internal communications:**
    - Act as a liaison between the project and other members of the program;
    - Maintain communication with Hanoi and Thai Binh team
  - External communications:**
    - Represent VietHealth and the project in different seminar in the region;
    - Communicate with mass media;
    - Network with other stakeholders (NGOs, projects, other institutions) in the same field.
- **Team management**
  - Manage the project team to ensure effective performance, quality deliverables, team spirit, personal development... towards achievement of project objectives.
  - Manage external consultants for cost-effectiveness and capacity building of project team, partners, and beneficiaries.
- **Financial management**
  - Elaborate operational budget;
  - Monitor the daily expenditure, monthly accountancy using the VietHealth follow-up tools.
  - Follow procedures of VietHealth, Vietnamese rules and donors rules.
  - Support developing intermediary and final financial reports
  - Identify complementary local funding possibilities
- **Logistics management**
  - Manage the purchasing process from planning to handing over;

#### ***Selection Criteria and Qualifications***

- University graduate in social sciences; Post-graduate degree is an advantage.
- A minimum of three years' experience in leadership and management positions, preferably in the NGO circle.
- Experience in Disability and/or Social Work program implementation, resource mobilization and participatory approach is an advantage;
- Knowledge and experience in capacity building for local stakeholders/partners;
- Excellent presentation, negotiation and interpersonal skills;
- Excellent proposal and report writing skills;
- Computer literate and effective abilities in Word, PowerPoint, Excel;
- Ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure;
- Networking and partnership building techniques familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Sensitive to needs of marginalized population and people with disabilities;
- Communicating in a credible and effective way;

- Building and promoting partnerships across the Organization and beyond;
- Ability to travel frequently to project sites.
- Fluent in both Vietnamese and English;
- Effective team work skills;

*Desirable*

- understanding of context of civil society organizations and policy making and monitoring processes in Vietnam.
- Ability to work across boundaries and enable cooperation among groups/actors.

All additional terms and responsibilities of this position are as stipulated in VietHealth's Policies and Procedures to which both VietHealth and the Project Coordinator are bound with.

**VietHealth is an equal opportunity employer and does not discriminate on the basis of race, color, national or ethnic origin, religion, gender or disability in its employment and promotion practices.**

Interested qualified candidates are invited to send the application in English, including copies of relevant certificates and references by email (to [info@viethealth.org.vn](mailto:info@viethealth.org.vn)) not later than 17.00, July 12, 2015.

The short-listed candidates will be contacted within 2 weeks after the deadline. Telephone contact is not encouraged.