

Job Description of Deputy Chief of Party (DCOP)

For Project “Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”

Introduction

Sustainable Health Development Center – VietHealth (www.viethealth.org.vn) is a Vietnamese NGO registered under the Vietnam Union of Science and Technology Association (VUSTA). The center has been providing humanitarian and developmental assistance programs with a focus placed on health and community health. Ongoing projects include technical assistance to local partners in the development and implementation of programs related to children with disabilities, mental health, reproductive health care, water and sanitation, and life skills training. We also provide rehabilitation services; delivery of assistive devices for people with disabilities as well as small rural development projects and relief assistance.

In the disability sector, VietHealth has played an instrumental role in assisting governmental and non-governmental partners to develop and implement important disability related early detection and intervention. Currently, VietHealth is working towards the Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”, a project funded by USAID. Through this project VietHealth will continue to improve the quality of life of CWDs under 6 years old and their families by implementing a comprehensive model of early childhood disability detection and intervention (ECDDI) with services, development and education, and to integrate into society.

General scope of the job

Reporting to the Chief of Party (COP), this Deputy Chief of Party (DCOP) is responsible for the management of the DISTINCT project, in line with VietHealth’s values, strategies, and policies. The DCOP 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

Project Management

- Support COP in creating and implementing a strategic, long-term programmatic vision;
- Facilitate the definition of project missions, goals, tasks, and resource requirements; resolve or assist in resolution of conflicts within and between projects or functional areas; and provide supportive supervision if necessary.
- Co-work with Advisors of Rehabilitation, Special Education by coordinating with the project Provincial Coordinator to develop Fiscal Workplans within the overall objectives

and results set out in the project document, with budgets and appropriate performance indicators, and reflecting adaptive management principles.

- Co-work with Chief Accountant, project Province Coordinators in developing Fiscal Budget Plan based on the project WorkPlan.
- Oversee project WorkPlan, performance management, and strategic communications to ensure that all project assistance is technically sound and appropriate;
- Oversee the development and maintenance of timely and efficient financial and administrative management systems for the project by taking part in managing project budget and resource allocation.
- Responsibility for assembling the project staff; for their technical or functional development, performance, and/or termination during the project or projects.
- Ensure that the technical framework for implementing project activities is in place, regularly adjusted based on lessons learnt and that the project teams work in compliance with the validated framework.
- Co-work with Advisors of of Rehabilitation, Special Education in developing JDs for consultants, oversee and monitor the consultants' work ensuring that they fulfill requirements per their contracts.
- Develop the partnership framework & coordinate with partners involved in project implementation.
- Ensure that good practices under the DISTINCT project are identified and are used for advocating towards CWDs' inclusion.

Project monitoring & reporting

- Support COP in coordinating, management and supervision of the project personnel and subcontractors' works by following up, spot check on-going activities for quality control;
- Coordinate with project coordinators to prepare monthly, quarterly WorkPlan and updates to share within VietHealth;
- Responsible for writing all technical reports, periodical progress reports for donors, internal reports (annual reports, information for website, newsletter...) and other technical reports following government and donor requirements by collecting and reviewing internal reports from project coordinators.
- Monitor progress against work plan to ensure that the project meets its objectives as cost-effectively and efficiently as possible.
- Manage the statistical outcomes of the project.

Project Evaluation

- Support COP in evaluating the project's activities periodically;
- Co-work with Advisor of of Rehabilitation, Special Education in reviewing and providing technical comments on studies, mission reports and other project outputs.
- Identify with partners the possible re-orientation of the project.
- Organize and participate in external evaluations on project impacts.

People Management and Supervision

- This position is under the direct supervision of the COP
- Co-work with Advisors on Rehabilitation, Special Education in providing technical supervision and monitor the performance of the project teams.
- Work with VietHealth HR Unit to identify development needs and opportunities for project team, especially staff under his/her supervision as Project Officers at central level and Project Province Coordinators.
- Take part in the recruitment, selection and annual performance evaluations; Provide mentoring, coaching and direction setting to Project Officers at central level, Project Province Coordinators.
- Co-work with Advisors of of Rehabilitation, Special Education to set up and to build technical capacity for the project team and bring necessary resources for building technical capacity for staff where appropriate.
- Creates an environment that encourages innovation and risk taking.

Communications

Internal communications

- Act as a liaison between VietHealth/ DISTINCT project and related members of the program;
- Guidance and direction is provided in maintaining positive, constructive and supportive communication within project team and with other stakeholders.
- Maintain communication with related partners, project province teams and donors.

External communications

- Represent VietHealth and the project in different seminars/meetings in the region;
- Communicate with mass media;
- Network with other stakeholders (NGOs, projects, other institutions) in the same field.

Financial management

- Elaborate operational budget;
- Co-work with Chief Accountant and project teams to monitor project expenditures and monthly accountancy using the VietHealth follow-up tools.
- Follow VietHealth procedures, Vietnam's Government's rules and donors rules.
- Support developing intermediary and final financial reports
- Identify complementary local funding possibilities

Selection Criteria and Qualifications:

- University graduate as medical doctor in rehabilitation; Post-graduate degree is an advantage.
- A minimum of five years experience in leadership and management positions, preferably in the NGO circle.

- Experience in implementing disability and/or social work programs, resource mobilization and participatory approach is an advantage;
- Experience in implementing the early childhood disability detection and intervention 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 as a supervisor or team leader, 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 populations 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 teamwork skills;

Desirable:

- Understanding the context of civil society organizations and policy making and monitoring processes in Vietnam
- Ability to work across boundaries and enable cooperation among groups/individuals

All additional terms and responsibilities of this position are as stipulated in VietHealth's policies and procedures to which both VietHealth and DCOP are bound by.

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