

**Job Description – Provincial Project Coordinator**  
**For Project “Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”**

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**Introduction:**

Sustainable Health Development Center – VietHealth ([www.VietHealth.org.vn](http://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 development assistance programs with a focus placed on health and community health. On-going projects include technical assistance to local partners in 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 family 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**

The Project Coordinator works in provincial level based, under the supervision of the Chief of Party/Project Director (COP) to ensure the successful implementation and monitoring of the DISTINCT project in one of two provinces (Tay Ninh and Binh Phuoc). Additionally, this position shall work closely with VietHealth central office, consultants, the local supporting officers, local authorities and beneficiaries of the project.

**Work location:** Tay Ninh and Binh Phuoc province

**Responsibilities and tasks**

The Project Coordinator report to the COP.

This position is responsible for the management of Tay Ninh/Binh Phuoc province component of DISTINCT project, in line with donor and VietHealth’s values, strategies, and policies. The Project Coordinator 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.

- **Project Planning:** In coordination with COP to facilitate and guide project officers (POs) and partners DOLISA, DOH and DOET to develop overall, annual and quarterly project planning including programming activities and budget.
- **Project Implementation:** Take leadership role in facilitating POs and partners for the implementation and monitoring of project activities; provide oversight and technical support to the project team in implementation of provincial and district level activities.
- **Project Monitoring and Quality Management:** Take responsibilities for the project quality at province level by cooperating closely with M&E officer to monitor project quality indicators; facilitate POs to update indicators, achievements, activities and results according to the project LogFrame/M&E system.
- **Technical support:** In collaboration with COP/POs to develop technical support plan for partner's key personnel (service providers and family members) in early childhood disability detection and intervention for children; work with consultants to develop intervention plan, training curriculums etc.; work with COP to provide technical ideas for project documentation and advocate the model through documentation and material development.
- **Reporting:** Compile all inputs to prepare high quality final draft of donor report to submit to COP for review and edit; develop case studies and learning inputs for the reporting to the donor and within VietHealth.
- **Financial Management:** In close coordination with COP to take responsibilities for developing the overall, annual and quarter project budget at provincial level; work with finance team to monitor/manage disbursement and maintain regular project financial management, including quarterly and activity advance and liquidation, review and adjustment; verify vouchers for project activities.
- **Partnership, Communication:** Develop positive and respectful partnership relations with partners and other NGOs at provincial level.
- **Personnel:** 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.

### **Qualification and experience required**

- Committed Vietnamese citizen
- Bachelor or higher degree in education, public health, community development, social work.
- At least 5 years of relevant working experience. Experience in project management is preferable

- Experience in Disability and/or Social Work program implementation, resource mobilization and participatory approach is an advantage;
- Proven negotiation, facilitation and presentation skills.
- Experience in working with partners at provincial levels.
- Ability on leadership, to work under pressure in response to changing needs, to work independently and with the team
- Networking and partnership building techniques familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Willing to undertake regular field visits and interact with different stakeholders, especially primary stakeholders
- Initiative and creative in solving problems
- Good organizing skills and interpersonal skills
- Good oral and written communication skills (English and Vietnamese)
- Good computer skills in MS-applications (Word, Excel, Power Point and Outlook)

All additional terms and responsibilities of this position are as stipulated in VietHealth's Policies and Procedures.

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