



Place: Binh Dinh, Vietnam
Type of contract: Fixed Term contract
Starting date: As soon as possible
Closing date for applications: 22/07/2023

Humanity & Inclusion (HI) is seeking PROJECT OFFICER INCLUSION

“Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity”.

Handicap International, also known as Humanity & Inclusion or HI, is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Since the organisation was first founded in 1982, we have set up development programmes in 62 countries and responded to many emergencies.

HI is engaged in an employment policy in favour of disabled workers. For further information about the association: www.hi.org.

CONTEXTUALISATION:

Project Information: HI in Vietnam is currently accepting applications for a (Technical) Project Officer for its Inclusion IIb project (funded by USAID). This 4-year project aims to improve the quality of life of persons with disabilities in Binh Dinh and Kon Tum provinces. The project aims at expanding rehabilitation services for persons with severe disabilities in the target provinces by strengthening Multi-Disciplinary Team (MDT) rehabilitation services, building the capacity of rehabilitation service providers and providing assistive devices. The project will also expand social services and implementation of disability policies through strengthening home-based care, improving care skills of primary caregivers and service providers, improving independent living skills and participation in social activities, removing of social and attitudinal barriers and improving local systems to strengthen implementation of disability policies. The \$12.5M project aims to subgrant 80% of the budget to local and international organizations in charge of implementing activities. HI's role is to support these sub-awardees and to ensure technical quality and outcomes of the project's activities.

About the position: Based in Binh Dinh, under the responsibility of the Chief of Party, the Project Officer contributes to the implementation of Inclusion IIb project and ensures that the technical and operational quality and impact of the project is optimized. The Project Officer works closely with both the project and program's operational (CoP, DCoP) and technical teams (Regional Inclusion Specialist).

Line Manager: Chief of Party

Duty Station: Binh Dinh (with occasional travels to Ha Noi)

MISSION/RESPONSIBILITIES

Responsibility 1: Contribute to the coordination of the project' stakeholders

- As authorized by the CoP, facilitates coordination meetings between the project teams, local authorities, partners and sub-awardees
- Communicates about the project to partners, authorities and stakeholders when relevant

Responsibility 2: Contribute to project planning and implementation in line with the existing frameworks

- Contributes to planning and preparing activities, tools and the associated resources, and implement the action plan in conjunction with the local stakeholders (authorities, partners, sub-awardees), support services and the technical unit
- Ensures that activities are implemented and that resources are correctly allocated as authorized by the CoP/DCoP
- Contributes to identifying areas of the project in which adjustments are required and put forward adaptations to the CoP/DCoP
- Ensures that project documents and information are properly archived

Responsibility 3: Contribute to project monitoring, evaluation, accountability and learning

- Ensures regular reporting of activities, and contribute to the internal and external reporting as requested by the CoP/DCoP
- Contributes to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contributes to project evaluations at the request of the CoP/DCoP, and ensure that project evaluation recommendations are followed.
- Contributes to the setup and smooth running of accountability mechanisms.
- Contributes to project learning
- Under the coordination of the MEAL Manager, contributes to project data management

Responsibility 4: Contribute to external project communication

- Contributes to HI's external influence by taking part in networks, when required
- Collects case stories, testimonies and other communication material

PROFILE REQUIRED

Qualification

- Bachelor's Degree/master Degree in community development, disability studies, development studies, social science; or relevant field

Experience

- At least 2 years of professional experience in managing development projects
- Proven experience in disability, social inclusion and social development related interventions in low and middle income countries

Cross-cutting competences

| | Knowledge | Practice | Master | Expert |
|-----------------------------------------------------------|-----------|----------|--------|--------|
| Frameworks and references | | √ | | |
| Public relation/ representation | | √ | | |
| Norms, legal frameworks, references related to disability | | √ | | |
| Operational partnerships | | √ | | |
| Office and collaborative tools | | √ | | |
| Stress management | √ | | | |

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| Working together in a global organization | ✓ | | | |
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CONDITIONS OF THE POSITION:

Type of contract: Fixed term contract – until 31 December 2026

Wage: According to profile and experience

TO APPLY: Only online by joining a CV and cover letter via the following email: contact@vietnam.hi.org. Only short-listed candidates will be notified.

Humanity & Inclusion (HI) is an equal opportunity employer. Women and people living with disabilities are strongly encouraged to apply. HI promotes and upholds the principles of equal opportunities and its policies (PSEAH, Child Protection etc). HI has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in HI includes, in particular, criminal record checks and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do. For further information about the association: <http://www.handicap-international.fr/>