**RECRUITMENT**

Center for Creative Initiatives in Health and Population (C.CIHP) is a Vietnamese NGO registered under VUSTA since 2008. We are working in the fields of public health, health equity, gender and gender-based violence, reproductive and sexual health, and disability and mental health (see the website http://ccihp.org).

1. **Call for application – Grant and sub-contract Fund manager**

C.CIHP is currently looking for a qualified candidate for the position of Grant and sub-contract Fund (GSF) manager for the **anticipated** USAID project to improve the quality of life of persons with disabilities in Vietnam. The opportunity will focus on improving access to rehabilitation services, social support services, and developing an enabling environment for people with disabilities. S/he is expected to ensure that the fund will be a flexible and results-oriented tool administered according to sound financial management principles. S/he will oversee overall policies, practices, and procedures relating to all aspects of the sub-awards.

***Position title*:** Grant and sub-contract Fund manager

***Program***: Disability and Mental Health

***Opportunity name***: Improving the quality of life of persons with disabilities in Vietnam

***Anticipate start date***: 1st August 2020

This position is subject to project award and funding.

***Responsibilities:***

* Conducts duties and responsibilities with full understanding of clients' requirements, the relevant policies and regulations, and C.CIHP procedures.
* Reviews and approves Terms of Reference for technical activities to be funded by the GSF.
* Decides, along with the Finance Manager, which activities will be funded by the GSF and which mechanism shall be used for the funding.
* Competes and oversees the selection process for GSF-funded activities.
* Works with the Finance Manager, MEL manager to ensure that the results of the periodic analysis of project data is appropriately incorporated into the consideration of activities to be funded under the GSF.
* Supervise subcontracts and purchase orders, maintenance of a transparent and auditable filing system for GSF paperwork, and tracker of all subcontracts, purchases, and other activity under the GSF.
* Trains local staff on the purpose, policies, and procedures for the GSF.
* Keeps abreast of all USAID contracting actions and policies that are relevant to the GSF.
* Uses judgment and understanding of GSF policies and relevant contract and legal regulations to process documents.
* Serves as primary contact for local subcontractors on administrative items.
* Ensures inquiries and needs promptly addressed to develop and continue positive relationships between the subcontractor and the project.
* Maintains close and continuous communication with representatives of those beneficiaries that received assistance through the GSF.

***Required skills and experience:***

* A minimum of Master Degree in Social Sciences, Economics, Accounting/Finance, or Business Administration
* Sound management, contracting, budgeting, and administrative skills.
* Experience managing grants and subcontracts and understanding of different grant mechanisms, preferably for USAID projects.
* Previous experience in developing and managing fixed-price and time and material reimbursement subcontracts is desired.
* Knowledge of approaches to assess partners' ability to absorb and manage grants and subcontracts, as well as their financial, administrative, and program planning capacities.
* Strong organizational and work prioritization skills, attention to detail.
* Ability to work both independently and as part of a team.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

***How to Apply:***

Interested candidates are encouraged to apply and submit their CVs/resumes and cover letters to Ms. Trang Quach at [qttrang@ccihp.org](mailto:qttrang@ccihp.org) as soon as possible, but no later than **30 April 2020**.

1. **Call for application – Finance and Accounting manager**

C.CIHP is currently looking for a qualified candidate for the position of Finance and Accounting manager for the **anticipated** USAID project to improve the quality of life of persons with disabilities in Vietnam. The opportunity will focus on improving access to rehabilitation services, social support services, and developing an enabling environment for people with disabilities. S/he is expected to lead general financial management and processes, sub-award financial management, and accounting of the project.

***Position title*:** Finance and Accounting manager

***Program***: Disability and Mental Health

***Opportunity name***: Improving the quality of life of persons with disabilities in Vietnam

***Anticipate start date***: 1st August 2020

This position is subject to project award and funding.

***Responsibilities:***

* Ensure that the project maintains the highest financial standards for compliance and audit
* Establish and maintain sound and transparent accounting and fiscal control procedures for financial, subaward and operations aspects of the project.
* Ensure compliance of financial systems with CCIHP and VUSTA policies and procedures, USAID rules and regulations, award requirements, and Government of Vietnam laws.
* Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets.
* Establish (in collaboration with Grant and Sub-contract manager) and manage project procurement processes
* Advise senior leadership regularly on financial and operational related matters.
* Provide direction and guidance to local, consortium partner, and sub-contractor on compliance issues, and procurement standards/requirements.
* Work closely with team members to ensure timely and quality financial reporting, and program set-up and close-out processes
* Prepare and submit expenditure reports, payment management system reports, and other required financial and audit reports to USAID
* Contribute to the development of high-quality work plans, and other deliverables required by USAID.
* Liaise with internal and external auditors in the review of project financial management.

***Required skills and experience:***

* Master's Degree or higher in accounting, finance, or business administration or related field.
* Ten or more years of relevant experience in financial management and accounting, including overseeing the finance and operations of equally large and complex projects.
* Familiarity with USG rules and regulations for grants and contracts is required; USAID award financial and operation management experience strongly preferred.
* Knowledge in generally accepted accounting standard, budgeting and fiscal control principles.
* Demonstrated experience and skills in developing and managing large budgets.
* Relevant skills in automated accounting software systems and database spreadsheets.
* Experience building capacity in financial management of community-based organizations and implementing partners.
* Demonstrated ability to create and maintain effective working relations with Government, NGO partners, community-based organizations and international donor agencies.
* Excellent English language skills; fluency in Vietnamese.
* Relevant computer software skills and familiarity with accounting software.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

***How to Apply:***

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1. **Call for application - MEL manager**

CCIHP is currently looking for a qualified candidate for the position of MEL manager for the **anticipated** USAID project to improve the quality of life of persons with disabilities in Vietnam. The opportunity will focus on improving access to rehabilitation services, social support services, and developing an enabling environment for people with disabilities. The MEL manager will serve as key technical staff, responsible for leading M&E activities and supervising other M&E staff to ensure the timely and accurate collection of critical program data and the routine data analysis and utilization for reporting, planning, program improvement.

***Position title***: Monitoring, Evaluation and Learning (MEL) manager

***Program***: Disability and Mental Health

***Opportunity name***: Improving the quality of life of persons with disabilities in Vietnam

***Anticipate start date***: 1st August 2020

This position is subject to project award and funding.

***Responsibilities:***

The MEL manager will report to Chief of Party, and has key responsibilities as follows:

* Provide technical leadership and assistance in monitoring and evaluation of the project;
* Develop the overall framework for required MEL systems, including requirements, baseline and evaluation surveys;
* Develop and implement MEL reporting guidelines and systems designed to inform the direction of the project, including data quality and data use strategies;
* Ensure the alignment of research and MEL activities with program goals;
* Train program staff on M&E guidelines, survey instruments, data collection tools, and other tools required for project M&E;
* Work with project staff and partner institutions to build capacity in quality data management;
* Supervise other M&E staff involved in collecting and analyzing data and reporting results;
* Contribute to the development and implementation of a strategy for synthesizing and disseminating key results, programmatic lessons learned, methodologies developed and other research outputs of the program;
* Collaborate with counterparts and partner organizations, including other USAID programs, in work planning and program implementation;

***Required skills and experience:***

* A minimum of Master Degree in public health, epidemiology, biostatistics or a related field;
* At least eight years of M&E experience, and knowledge on disability programs is an advantage;
* Demonstrated expertise with USAID MEL policies and procedures;
* Knowledge of USAID data collection and reporting requirements is highly desirable;
* Demonstrated capacity to use project M&E to advance strategic goals and provide data for decision-making;
* Substantial knowledge on quantitative research methods, sampling techniques, data analysis and interpretation, and applied knowledge of qualitative research methodologies;
* Competency in training and capacity-building required;
* Ability to work under pressure and handle multiple tasks at the same time;
* Skill in data quality assurance desired;
* Strong oral and written communication skills;
* Excellent computer skills, including data software such as SPSS/EPI, Stata, Nvivo
* Excellent English language skills, to include reading, writing and speaking as well as strong presentation skills;
* Experience developing study design and methodology including sampling procedures, assisting with implementation, analysis and write-up to inform policy is preferred;

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

***How to Apply:***

Interested candidates are encouraged to apply and submit their CVs/resumes and cover letters to Ms. Trang Quach at [qttrang@ccihp.org](mailto:qttrang@ccihp.org) as soon as possible, but no later than **30 April 2020**.