**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

**Call for Application: MEL officer**

C.CIHP is currently recruiting a MEL officer for the I-Thrive project on interdisciplinary rehabilitation services supporting children with intellectual and developmental disabilities in Thua Thien Hue and Quang Nam provinces; and the online platform A365. The I-Thrive project aims to (1) enhance the capacity of rehabilitation professionals at provincial and district levels, (2) develop interdisciplinary rehabilitation services at provincial health facilities and foster parent-mediated interventions for children with IDDs, and (3) strengthen the content and relevance of national guidelines on rehabilitation and care for children with IDDs, with a special focus on Autism Spectrum Disorders.

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

***Program***: Disability and Mental Health (I-Thrive and SmartCare projects)

***Start date***: 1st July 2020

***Contract term***: fixed term 12 months with possible expansion

***Responsibilities:***

* Oversee project MEL system, including data collection, analysis, reporting, and dissemination of lessons learned to stakeholders
* Implement MEL Plan and ensure indicators, evaluation methodology and data collection systems are appropriate and practical
* Develop qualitative and quantitative monitoring indicators and methods for collecting associated data
* Participate in development of research protocol, tools, plan of implementation and budget
* Participate in data collection and data analysis, using quantitative and qualitative software, and report writing
* Work closely with other project team members and partners to assure effective data collection and management, and on-time, good-quality activities implementation.
* Supervise data collectors in the fields
* Other duties as assigned by the Chief of Party

***Required skills and experience:***

* Education background in public health, epidemiology, biostatistics or a related field;
* At least five years of M&E experience, and knowledge on disability programs is an advantage;
* Knowledge of USAID data collection and reporting requirements is highly desirable;
* Substantial knowledge on quantitative research methods, data analysis and interpretation, and applied knowledge of qualitative research methodologies;
* Ability to work under pressure and handle multiple tasks at the same time;
* Good oral and written communication skills;
* Good computer skills, including data software such as SPSS/EPI, Stata, Nvivo
* Good English language skills, to include reading, writing and speaking as well as strong presentation skills;

***How to Apply:***

Interested candidates are encouraged to apply and submit their CVs/resumes and cover letters to Ms. Thuy Bui at [bnthuy@ccihp.org](mailto:bnthuy@ccihp.org) as soon as possible, but no later than **15 May 2020**.