**RECRUITMENT ANNOUCEMENT**

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.

C.CIHP is currently looking for **3** qualified candidates to join Disability and Mental Health program. The contract term is 12-month and will be renewed annually. The current funding for the positions is guaranteed to mid-2025 and expected to extend to 2026.

C.CIHP as the Prime is in charge of coordination and sub-contractors’ management, making sure the effective and high-quality implementation of project activities toward the goal to improve quality of life of persons with disabilities in Quang Tri, Thua Thien Hue and Quang Nam provinces. The specific objectives of the project are as below:

*1. Health and Rehabilitation services are expanded; health status and quality of life of persons with disabilities are improved. This objective will be achieved through strengthening the rehabilitation service system, particularly in: 1) service delivery; 2) assistive products and assistive technologies development; 3) Capacity enhancement for rehabilitation practitioners;*

*2. Social services expanded; social inclusion and direct support to persons with disabilities enhanced. This objective is achieved through strengthening local capacity in providing specific services for persons with disabilities including 1) provision of home-based care for persons with disabilities; 2) provision of psychological health for persons with disabilities and their families; 3) developing a peer support network for persons with disabilities to facilitate social inclusion;*

*3. Disability policies improved; public attitude is improved; barriers are reduced to ensure social integration of persons with disabilities.*

Closing date: **3 May 2023** Expected starting date: **1 Jun 2023**

Working station: (1) Field project officers: Quang Tri province;

(2) The rest vacancies in **Hanoi office** with possible travel to provinces.

**Benefits:** (1) Friendly and self-development working environment; (2) Competitive salary to be decided during contract negotiation (based the proved capacity and salary history of the candidates, the available personnel budget, and C.CIHP salary scale); Annual salary review, the 13rd month-salary, and full insurance scheme. Other benefits according to C.CIHP regulations.

**How to apply**: Interested candidates submit (1) Resume in English with clear description of their background and working experiences that relevant to the applied position, and contact of 3 referees; (2) A cover letter in English to explain why they are qualified for the applied position; via email to Ms. Trang Quach at [qttrang@ccihp.org](mailto:qttrang@ccihp.org) with specific title of the applied position in the email subject. ***Only qualified candidates will be contacted.***

C.CIHP is an equal opportunity employer. Every qualified applicant will be considered for employment. C.CIHP does not discriminate based on gender, gender identity or sexual orientation, and disability status.

**Program officers**

Vacancies: 02

Report to: (1) Coordinator on progress of activities; (2) DCOP/ Technical Lead on sub-contractors technical monitoring

Reported by: (1) Program assistants; (2) Field officers

Collaborated with: (1) Other program officers; (2) MEL officers; (3) Finance team

Main tasks: (1) Monitoring sub-contractors activities implementation and milestone deliverables; (2) Supporting coordinator to facilitate quarterly and annual project planning and reporting, and partnership with local stakeholders;

**Tasks description**

Program officers are expected to:

* Monitor the progress of activities planning, implementation and milestone deliverables of the in-charge sub-contractors, including
  + Tracking activities and deliverables as described in the approved project document and signed contract, as well as the modification along the progress
  + Facilitating and conducting monitoring trips in collaboration with field officers, MEL officers and consultants (for technical audit)
  + Supporting technical lead to review milestone deliverables from the sub-contractors and provide feedbacks for improvement, if necessary, before technical approval for payment
  + Acting as focal person to collect feedbacks/opinions from CCIHP internal teams (technical, finance, MEL) and communicate with the in-charge sub-contractors
  + Participating in the discussions/ meetings with sub-contractors on their progress and quality of work (together with technical lead, consultants and MEL officers)
* Supporting coordinator to facilitate quarterly and annual project planning and reporting activities. Each program officer is expected to be in charge of 1 province, with the following tasks:
  + Communication with provincial focal departments via emails, Zalo etc. on the activities related to coordination/ general management by CCIHP/ Prime ()
  + Quarterly and annual planning and reporting to donor (in English), project owner (GVN agency – NACCET under Ministry of Defense) and provinces (in Vietnamese). This task will be implemented in collaboration with field officers and MEL officers, and will be led by Coordinator
  + Organizing quarterly briefing meetings between provincial stakeholders and sub-contractors in collaboration with field officers
* Other project management activities:
  + Participating and supporting organization of management or technical meetings, Mid-term and annual review meetings hosted by donor and/or GVN project owner in the in-charge intervention provinces
  + Participating and supporting preparation for monitoring trips by donor and/or GVN project owner to the in-charge intervention provinces (in collaboration with sub-contractors)
  + Participating in the technical and/or sharing events/workshops/training by Prime, donor and/or GVN project owner for implementing partners

**Qualification:**

* Proved logical thinking and well-organized experiences and capacity in project coordination and multiple partnered activities;
* Proactive and willing to learn new things;
* Good communicator, especially in English writing and speaking;
* Ability to work under pressure and good teamwork
* At least 5 years of working experiences since university graduation. The background in public health, rehabilitation, social work or disability, and experience in sub-contractors monitoring or projects supporting persons with disabilities will be advantages
* Ready to take business trip to the intervention provinces

**Field project officers**

Vacancies: 01 (base in Quang Tri) – preferable applicant from Quang Tri province.

Report to: (1) Coordinator; (2) Program officers

Reported by: NA

Collaborated with: (1) Finance team; (2) Program assistants; (3) Communication officer

Main tasks: (1) Overview project activities in the in-charge province, including building partnership with the local stakeholders, and leading quarterly and annual report to the provincial focal department; (2) Monitoring project progress and activities implementation by sub-contractors in the in-charge province;   
(3) Supporting program officers to organize monitoring trips for technical consultants (clinical audit), and/or donor and GNV project owner.

**Tasks description**

* Overview project activities and building partnership with local stakeholders in the in-charge province:
  + Quarterly and annual planning and reporting to the provincial focal department, based on inputs from program officers and sub-contractors
  + Communication with relevant stakeholders/ provincial departments and clearance of administration procedure with them
  + Organize quarterly and annual briefing/ review meetings with local stakeholders and sub-contracts working in the in-charge province, and complete report/minute for project documentation
  + Organize other meetings/workshops/training which are hosted by CCIHP as Prime in the in-charge province
  + Participate in routine meeting/training by CCIHP; and another meeting/training/event by donor or GNV project owner as required
  + Participate in the relevant meeting/event in the in-charge province on behalf of project team and/or CCIHP
* Monitoring sub-contractors’ project progress and activities implementation:
  + Organize and participate in the monitoring trips to supervise sub-contractors:
    - work out with program officers and MEL officers to plan separate trips for field officers on routine activities and progress, for MEL team on data quality assurance, and for technical consultants and program officers on technical quality of the services by sub-contractors
    - proactively communicate with sub-contractors’ representatives in the in-charge province and implement routine monitoring trips; and complete monitoring reports for feedbacks to sub-contractors, project planning with program officers, and project documentation
  + Detect and timely report for solution discussion to program officers/ coordinator/MEL manager on the emerging issues e.g., on approach of project implementation, progress and quality of activities, partnership with local stakeholders, and/or management problems by sub-contractors
* Organize trips for technical consultants, donor and GVN project owner, including communication with local stakeholders and focal department for administrative procedure clearance, contribution to the trip planning, advanced preparation for visiting points with sub-contractors or local partners

**Qualification:**

* Proved logical thinking and well-organized experiences and capacity in province-based coordination and multiple partnered activities;
* Proactive and willing to learn new things;
* Good communicator in both writing and speaking, and especially in working with provincial stakeholders
* Ability to work under pressure and to be flexible to handle multi-tasks
* Having experiences in projects/activities supporting marginalized population or persons with disabilities is an advantage