**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 **1** 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: **31 Mar 2023**

Working station: 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. Nguyen Minh Hai at [hai@ccihp.org](mailto:hai@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.

**Procurement and Contracting Officer**

Vacancies: 01

Report to: (1) Grant manager/ Coordinator; (2) Finance manager; (3) COP and DCOP/ Technical Lead if required

Reported by: Program assistants;

Collaborated with: (1) Technical team: Program officers and MEL officer; (2) Finance officer and finance team

**Tasks description**

1. Supporting Grant Manager:
   1. to review donor’s and GNV regulations regarding funding management, sub-contractors’ recruitment and management; and to point out the most realistic and safer approach/ solutions to the decisions to make
   2. to prepare documents for sub-contractors’ recruitment decision (in English) for donor’s approval
   3. to prepare contracts and amendments between CCIHP and sub-contractors (in Vietnamese and English)
   4. to track milestones submission and payment to the sub-contractors
   5. to maintain logical and auditable filing system for sub-contractors’ management
2. Supporting Finance Manager:
   1. to advise technical team on procurement and contracting procedure for consultancy and services contracts, as well as appropriate terms for payment; and facilitate their inputs to complete the procedure paperwork;
   2. to supervise and track services/purchase orders and deliverables for payment

(3) Prepare and tracking implementation of the MOU with GVN partners/ Local stakeholders;

(4) In charge of transparent and auditable filing system for procurement and contracting activities;

(5) In charge of inventory track for the project, and inventory check and feedbacks to sub-contractors/ partners

**Qualification:**

* Experience in subcontracts management, preferably FAA mechanism under USAID funded projects;
* Strong knowledge of GVN regulations on bidding/ procurement and situation analysis for application to the specific context of international funding to local NGO in Vietnam;
* Good English skills, especially in reading and writing for well understanding of donor’s regulations and smooth communication;
* Proved logical thinking, well-organized capacity, and attention to details;
* Proactive and willing to learn new things;
* Ability to work under pressure and to be flexible to handle multi-tasks
* Background in Law, Economics, Accounting/Finance, or Business Administration