

# **MCNV Representative Office**

## **Job description of the Consultant for the Disability Program**

### **Job Summary**

The Consultant will work as a field staff of Inclusion 1 project and report directly to the Deputy Project Manager, ultimately to the Country Director of MCNV in Vietnam. This position is responsible for the coordinating rehabilitation and home – based care services for people with disability at the community level in the project province..

Location: Quang Nam province. Travel is requested (about 80% of working time).

Duration: 09 months with the possibility of extension.

Expected start: July 2025.

### **Specific duties and responsibilities**

- Keep the right track of the plan implementation related to assigned projects/programs in the project areas.
- Monitor project activities according to the project plan in the province, and manage the monitoring data.
- Coordinate with MCNV staff from Hanoi to conduct field activities.
- Provide technical assistance to the project's partners.
- Assist MCNV project officers, external visitors, and consultant at the project areas during their visits.
- Assist MCNV staff from Hanoi to organize trainings, workshops, events, etc. in project areas when needed.
- Report on activities of the project areas timely and in appropriate format in collaboration with other team members.
- Identify obstacles during program implementation and discuss with other team members to find solutions.
- Make executive decisions and solve technical problems arising during the implementation of programs, in consultation with MCNV Country Director/Deputy Project Manager when needed.
- Participate in sharing experience, knowledge and skills among team members, with other MCNV colleagues as well as partners.

- Perform other duties as assigned by the MCNV Country Director/Deputy Project Manager.

## **Qualifications requirements**

### *Background*

- University degree or higher level in an appropriate subject, or related field. The advanced certificate in Medicine, Public Health, or Social Work is preferred.

### *Experience*

- A minimum of 5 years of experience in capacity building or service provision in relation to rehabilitation or support of people with disabilities (PWDs) is preferable.
- Experience with an NGO or developmental organizations.
- Good understanding of rehabilitation system in Vietnam .
- Rich experience in project management including planning, implementation, monitoring, evaluation, and learning.
- high experience in working with stakeholders at local levels (provincial, district, and commune levels).

### *Competencies*

- Good knowledge of program implementation, monitoring, evaluation techniques, and practices.
- Good skills in working with PC and MS Office.
- Ability to apply participatory methods in training, management, and supervision.
- Ability to work in a team and good interpersonal skills.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.
- Fluency in English: reading, writing, speaking, and listening.

Note: candidates who have been living in Da Nang City and Quang Nam province are preferable.