

Job Description – Rehabilitation Project Officer

For Project “Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”

Introduction:

Sustainable Health Development Center – VietHealth (www.VietHealth.org.vn) is a Vietnamese NGO registered under the Vietnam Union of Science and Technology Association (VUSTA). The center has been providing humanitarian and development assistance programs with a focus placed on health and community health. On-going projects include technical assistance to local partners in development and implementation of programs related to children with disabilities, mental health, reproductive health care, water and sanitation, and life skills training. We also provide rehabilitation services; delivery of assistive devices for people with disabilities as well as small rural development projects and relief assistance.

In the disability sector, VietHealth has played an instrumental role in assisting governmental and non-governmental partners to develop and implement important disability related early detection and intervention. Currently, VietHealth is working towards the Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”, a project funded by USAID. Through this project VietHealth will continue to improve the quality of life of CWDs under 6 years old and their family by implementing a comprehensive model of early childhood disability detection and intervention (ECDDI) with services, development and education, and to integrate into society.

General scope of the job

The Rehabilitation Officer works in provincial level based, in charge of rehabilitation activities of the project, under the supervision of the Provincial Project Coordinator (CP), DCOP /DOP to ensure the successful implementation and monitoring of the DISTINCT project in Tay Ninh province. Additionally, this position shall work closely with consultants, the local supporting officers, local authorities and beneficiaries of the project.

Work location: Tay Ninh province

Responsibilities and tasks

The Rehabilitation Officer is responsible for the day-to-day management, implementation and successful completion of the projects/programs as stipulated in the project documents and as directed by the Project Coordinator and/or DCOP /DOP. She/he will work with and support his/her unit to complete the objectives of the above activities. She/he will also provide supports to the Project Team for completing other objectives of the current activities in disability area of the DISTINCT project.

She/he shall participate/assist in communications with Project partners, NGOs, financial management of assigned project, and report writing. The PO will be located in Tay Ninh office and work under the direct supervision of the Project Coordinator (most of the time) and the DCOP/COP (when needed).

Specific responsibilities and duties of the Rehabilitation Officer are:

Technical work (70%)

- **Project Planning:** Work with PC, DCOP, consultants, local partners, including DOLISA, DOH and DOET to develop annual, quarterly and monthly activity plans including programming activities and budget focusing on rehabilitation field.
- **Project Implementation:** Assist the implementation of the rehabilitation activities including training, technical support, support for referrals treatment for children with disabilities; participating to developing TOR for the consultants, supporting PC, DCOP/DOP and in managing the consultants, ensuring consultants' deliverables, and effective implementation of project activities.
- **Project Monitoring and Quality Management:** Make regular field visits, undertake and assist M&E officer and VietHealth staffs in the collection, maintenance and filing of the Project as well as field related information, documents, reports, etc. in all formats – print, electronic, video, audio, etc
- **Technical support:** Work with DCOP, the project technical consultants to develop training curriculums on rehabilitation; conduct training and provide technical support for health workers, parents of children with movement disability.

Management work (30%)

- **Reporting:** Provide timely project activity reports; progress report as requiremen.
- **Finances:** Monitor to ensure all expenditures are in line with VietHealth and donor regulations.
- **Documentation:** Participate in compiling lessons learned and project's successful stories.
- **Partnership, Communication:** Maintain positive working relations with DOLISA, DOET, DOH and related partners; maintains respectful and clear communication with partner/s in coordination with the DCOP/DOP.

Qualification and experience required

- Committed Vietnamese citizen
- University degree on rehabilitation or public health, degree on rehabilitation is preferred
- At least 1 years of relevant working experience
- Understanding of the rights, policies and issues of people with disabilities in general and children with disabilities in particular is preferable
- Willing to undertake regular field visits and interact with different stakeholders, especially primary stakeholders
- Ability to work under pressure in response to changing needs
- Ability to work independently and with the team
- Good organizing skills and interpersonal skills
- Good accounting and administrative skills
- Good oral and written communication skills (English and Vietnamese)
- Good computer skills in MS-applications (Word, Excel, Power Point and Outlook)

All additional terms and responsibilities of this position are as stipulated in VietHealth's Policies and Procedures to which both VietHealth and the Project Officer are bound with.

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