

Program Officer cum HR Assistant

JOB PROFILE

job title: Program Officer cum HR Assistant (Vietnamese National)

reports to: Program Manager

working location: Hanoi (approx. 30% time on travel to field sites)

effective date: 1st of September 2017

Netherlands Leprosy Relief (NLR), established in 1967, is a Dutch non-governmental organization (NGO) for the control of the disease leprosy and the rehabilitation of persons with disability. Netherlands Leprosy Relief has supported projects in Vietnam and Southeast Asian region since 1981; initially leprosy disease control projects, later shifting towards leprosy disability projects and more recently towards projects that comprehensively serve the needs of persons with disability regardless of the cause of disability. Central to NLR's support is the link between disability and poverty. Its work has brought tremendous change in the lives of thousands of people.

The NLR Mekong office in Hanoi manages the NLR support for projects in the Mekong Region countries. In the field of child disability, NLR works in the Mekong Region with funding of and in close collaboration with the Liliane Foundation (LF). NLR and LF consider Community Based Rehabilitation as a main approach to empower persons with disability and their families as well as to improve their access to existing resources and services. NLR Mekong works presently with 16 Partner Organizations (POs) in Cambodia, Myanmar and Vietnam to support children with disability.

The NLR Mekong office in Hanoi is going through a transition process during 2017 and 2018 to become a local organization and independent office. At the end of 2018, the local organization's human resource structure, name, vision, mission, key strategies and programs will be in place.

The NLR Mekong office is looking for an experienced **Program Officer cum HR Assistant** to be in charge of NLR programs in support of children and youth with disability in Vietnam, Cambodia and Myanmar.

Scopes of work

- The Program Officer is responsible for management and coordination of the support to 16 Partner Organizations (POs) in Cambodia, Myanmar and Vietnam that support children with disability; and the overall control of the online data management system ‘Pluriform’ for this program and ensure the smooth operation of the data management system for its final results (50% of working time).
- Manage and coordinate the Scholarship and School Support project (30% of working time).
- Responsible for some human resource (HR) and organizational tasks, including liaison with PACCOM, Dipserco and staff Insurances (20% of working time).
- Act as interpreter for visiting donors (on occasion).

Key tasks and responsibilities

- Manage our “Pluriform” online data system. The Program Officer cum HR Assistant works closely with our main donor to ensure that all planning, reporting and other related project data in the online system are in line with requirements of the donor;
- oversee, monitor and be responsible for the correct entering of data, including financial data, of all projects implemented by our Partner Organizations into the online data system (Pluriform);
- be responsible for timely production and submission of activity plans, budgets and narrative reports in accordance with donors’ requirements for our scholarship and school support program and be the contact person with the donors for this program;
- be responsible for some human resource (HR) and organizational tasks, including the office’s liaison with PACCOM, Dipserco and staff Insurances companies;
- occasionally act as guide and interpreter for visiting donors;
- help identify Institutional Fundraising Opportunities and assist the NLR Mekong team in planning, development and submission of high quality concept papers and project proposals;
- actively participate in the NLR Mekong office team.

Required experience and qualification

- Bachelor's or Master's degree in any discipline related to disability, rehabilitation, development studies, or related fields; experience and skills can substitute for formal qualification;
- at least 6 years of experience in a similar position;
- experience in working with persons with disability, networks of disability organizations and services;
- proven experience in building and maintaining relations with donors, governments, development organizations and other stakeholders;
- ability to take initiative, to be proactive and to work with minimum supervision;
- working experience in different Mekong region countries is an asset.

Required skills

- Excellent written and spoken Vietnamese and English language skills;
- good time management and multitasking skills;
- demonstrated project management, facilitation and coordination skills;
- demonstrated report and proposal writing and presentation skills;
- good computer, MS office and internet skills;
- being familiar with online data system programs (e.g. pluriform) is an advantage;
- good communication skills and a positive attitude to teamwork;
- willingness and ability to travel within Mekong region.

Submission of application

Interested candidates are invited to submit their application to the NLR Mekong regional office by email: lan.ntp@nlrmekong.org latest by **31 August 2017**.

Application package should include:

1. A letter of Interest addressing the required skills and experience.
2. Curriculum Vitae-demonstrating relevant experience and qualifications.

Salary and secondary benefits are competitive. We give equal opportunity to every candidate, regardless of religion, race and gender. Applicants with a disability are encouraged to apply for the position.

