

# VACANCIES

Viet-Nam Assistance for the Handicapped (VNAH) ([www.vnah-hev.org](http://www.vnah-hev.org)) is an American Non-Governmental Organization (NGO) based outside of Washington, D.C. in Virginia. VNAH's projects, supported by grants from the U.S Government as well as foundations in the U.S. and Japan and individual contributions, have provided development and humanitarian assistance to those most in need in Viet Nam since 1990.

On-going projects include technical assistance to local partners, including Vietnamese Government agencies, in the development, enactment and implementation of policies and programs aimed at assisting people with disabilities and Vietnamese local non-profit organizations. VNAH disability programs focus on providing technical assistance on vocational training, employment, rehabilitation services and provision of assistive devices for people with disabilities. VNAH also supports programs in education, small rural development projects and disaster relief assistance.

VNAH is now recruiting experienced international and national staff for the following positions:

## **Assistant Director, Development**

1 U.S. national, based in VNAH head office in McLean, VA, U.S.A.

### **Major Responsibilities:**

- Design and organize special events, public relations campaigns and workshops to promote support to VNAH's humanitarian programs.
- Work with relevant entities to design and organize fundraising campaigns focused on, but not limited to the Vietnamese-American community.
- Establish and maintain effective relationships with organizations having expertise and experience in ethnic media.
- Establish and maintain relationships with groups, organizations and individuals that bring together Vietnamese-Americans for supporting humanitarian causes in Vietnam.
- Identify and engage voluntary participation of U.S. experts and professionals for medical missions to Vietnam that focused on training in rehabilitation, health care and community-based outreach services.
- Assist in program development, drafting project proposals, reports and information packets.

### **Requirements:**

- At least 3 years of practical experience in relevant works, particularly in resource mobilization.
- Proven experience and skills in high level communication and PR.
- Understanding of developmental works and mobilization of public and private resources.
- Experience in program development, drafting proposal.

## **Assistant Director – Disability Inclusion Project**

1 expatriate position based in Hanoi, Vietnam

This position is responsible for on the ground implementation of the USAID-funded project assisting the inclusion of Vietnamese with disabilities (PWD). Project's objectives include the reform and full implementation of national laws and policies related to PWD, strengthening of PWD organizations and, improved vocational training and job opportunities for the disabled.

### **Major Responsibilities:**

- Assist VNAH management in day-to-day implementation and monitoring of the USAID funded project to assist people with disabilities in Viet Nam
- Supervise project team, who will have responsibilities for all aspects of the project implementation.
- Establish and maintain close working relations with project partners, entities of the Government of Viet Nam, disability community and NGOs involved in similar efforts, as well as the private sector so as to encourage their engagement in efforts to support and employ people with disabilities.
- Support VNAH management in program development, drafting new proposal and mobilize public and private resources.

### **Requirements:**

- At least 3 years of experience in the design and management of development programs.
- Proven experience in the design and implementation of disability policies and programs.
- Experience in annual planning, budgeting and strategy planning.
- High level communication and advocacy skills.
- Experience in personnel management, strong leadership and team building skills.
- Strong skills in verbal and written English.

## **Rehabilitation/Public Health Generalist**

1 international position, based in Danang City, Vietnam

The primary responsibility of the post holder is to work with local and international partners to design and execute a program aimed at improving rehabilitation services to people with disabilities, capacity building to local health service providers and promoting transfer of rehabilitation technology and knowledge from the U.S. to Vietnam.

### **Major responsibilities:**

- Support VNAH management/project manager in implementation of the above program.
- Support the operations of the American Rehabilitation Clinic in Danang City and associated local health clinics in referral services, provision of center rehabilitation services, evaluation of clinical outcomes and assessment of the quality of services.

- Work with local and relevant partners to design and facilitate the training/educational programs aimed at improving capacity of local health service providers and practitioners
- Assist in design and implementation of programs promoting the participation of U.S. health professionals and volunteers in VNAH's programs in Vietnam.

**Requirements:**

The incumbent position is for a Public Health Generalist, possessing a Masters in Public Health (MPH) degree. It is critical that the post holder possess proven experience and knowledge in public health and community-based rehabilitation services. Other specific requirements include:

- Three to five years of experience in program development and works related to public health and/or rehabilitation, direct patient care and community outreach.
- A broad working knowledge of the U.S. physical rehabilitation practices and community-based services.
- Experience in health outreach and training programs in developing nations is desirable.
- Experience in coordination of international development work is a plus.
- Ability to work with a diverse population and culture.
- Proficiency in spoken and written English.

**Project Manager – Disability Project**

1 Vietnamese national, based in Kon Tum Province, Central Highlands, Vietnam.

This position is responsible for overseeing the implementation of a project that provides comprehensive rehabilitation services and social economic assistance to disabled people and their families, and capacity building for local health workers in Binh Dinh and Kon Tum Provinces. Post holder will have at least 4 years of experience in managing developmental projects related to disability, rehabilitation or health and community development. The post holder must have leadership experience, ability of personnel development and supervision and strong skills in communication, spoken and written Vietnamese and English.

**Interested candidates please send CV to VNAH at: [vnah1@aol.com](mailto:vnah1@aol.com).**

**A more detailed job description is provided upon request. Closing date: March 15, 2009.**

**VNAH is an equal opportunities employer. Candidates with disabilities are encouraged to apply.**