



JOB DESCRIPTION - PROJECT MANAGER

Created/updated on 11 March 2025 and approved on 11 March by Country Manager, Vietnam

Humanity & Inclusion (HI), Legal name Federation Handicap International, is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Since the organisation was first founded in 1982, we have set up development programmes in 62 countries and responded to many emergencies. Today we have a budget of around 150 million euros, with 3.500 employees worldwide.

HI is engaged in an employment policy in favour of disabled workers. For further information about the association: www.hi.org.

Context

Project Information

The project "The Making Inclusion Campaign by persons with disabilities " is a 30 months project funded by the European Commission. The project aims at enhancing participation of Persons with disabilities, particularly those from under-represented groups (women with disabilities, persons with hearing, intellectual, psychosocial, and multiple impairments) in awareness raising, media campaigns, and other advocacy indicatives against stigma and discrimination for accessing education, employment, and protection services on an equal basis with others. The action intends to empower organization of persons with disabilities (OPDs) from under-represented groups to promote inclusion of persons with disabilities and access to mainstream services. **About the position:** Reporting to the Country Manager, the project manager contributes to the implementation of the mandate and the 5-year strategy of Humanity & Inclusion in Vietnam. S/he is responsible for implementing an EU funded small size grant. S/he ensures optimal quality and the impact of the project implemented by means of a delegation system with appropriate oversight mechanisms. With all the other HI managers, the project manager shares responsibility for the sound management and effective functioning of the global organization.

The project manager will manage a Technical Officer and collaborate with shared service team (Finance, Logistic, Technical, MEAL, compliance). The PM will also be responsible for approval of the project from local authorities and implement the project respecting administrative compliances.

Line Manager: Country Manager

Duty Station: Hanoi

Missions / responsibilities (*)

Mission 1: Management

- Manager as a role model: embody HI's values on a daily basis, and be a role model;
- Manager as a coach for meaning: understand the strategy, make it explicit, translate it into operational objectives for his or her team, lead the necessary changes. Give meaning to each management action. Encourage inter and intra departmental exchanges of practice. Encourage innovation and risk-taking;
- Operational manager: organise the operational management of his or her team, structure the work around identified processes, steer performance and facilitate the resolution of problems;
- HR and Coach: contribute to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensure compliance with the code of conduct and institutional policies, the mindset and expected individual and collective behaviour.

Mission 2: Strategy and steering

- Contribute to programme or country operational strategy (StratOp);
- Draft new project proposals for the continuity or expansion of the project;
- Contribute to the drafting of new proposals for new opportunities, if necessary.

Mission 3: Operational implementation***Responsibility 1: Ensure the implementation of the project, in line with the logical framework and allocated budget***

- Steer the project's intervention strategy (promotion of disability inclusive employment, engagement of ICT stakeholders on rehabilitation, skills development, financial literacy and employment support) and put forward adjustments if the objectives change or if it is likely that they will not be met;
- Ensure that activities and the associated resources are planned, and implement the action plan;
- Ensure that activities are implemented in line with the project proposal and the allocated budget;
- Ensure project reporting, internally (within the programme) and externally (reporting to funding bodies, authorities and/or partners);
- Undertake expenditure and manage the project activity-specific budget lines according to the delegation he/she received based on the programme signature delegation table;
- Prepare and manage partnerships with the project implementation partners (OPDs, digital service providers, NGOs, government actors, etc.);
- Guarantee the proper archiving of information.

Responsibility 2: Ensure that project implementation complies with the existing frameworks

- Ensure the proper implementation and follow-up of institutional policies (specifically Project Quality Policy, Protection against Sexual Exploitation Abuse and Harassment and Age-Gender and Disability policies) and the other HI internal standards;
- Ensure compliance with the terms of the project proposal and the rules applied by the project funding body/bodies;
- Ensure compliance with global technical standards (i.e., twin-track approach, etc.) and norms by communicating and by involving the technical specialists and advisors with expertise in the project themes.

Responsibility 3: Ensure project monitoring, evaluation, accountability and learning

- Ensure project monitoring, specifically activity progress indicators and the expected outcomes;
- Develop and implement the project evaluation plan;
- Ensure that the project is accountable to the local stakeholders;

- Ensure project learning, taking into account lessons learned from similar previous projects, following the recommendations made throughout the project (from evaluations, support missions, audits, etc.), and capitalising on the acquired knowledge.

Responsibility 4: Ensure project data management

- Ensure that the appropriate data collection and management tools are in place on the project, in line with global standards;
- Ensure that data related to the project is collected and compiled in the project database;
- Carry out regular checks and makes any necessary corrections to the activity database.

Responsibility 5: Coordinate the teams involved in the project

- Facilitate coordination meetings between his/her direct team and the support services (empowerment, case management, assistive products, technical and vocational training, etc.) located in the area when necessary;
- Ensure that his/her team and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country;
- Facilitate the project steering committee.

Responsibility 6: Contribute to external project communication

- Contribute to HI's external influence by taking part in networks, when required;
- Communicate about the project to partners, authorities and stakeholders when relevant.

Mission 4: Emergency Preparedness and Response

- Lead the emergency preparedness actions in his/her department and, in the event of an emergency, reorganize the priorities of his/her team according to the humanitarian priority, in order to ensure a quick and efficient response by HI.

Requirement of Skills

Management skills

- Being capable of helping team members to progress: developing his/her staff's ability to work autonomously.
- Knowing how to position oneself so things can move forward.
- Knowing how to simplify and prioritize.

Skill & Skill level	Knowing	Practicing	Proficient	Expert
Assessment		√		
Intervention strategy		√		
Planning, monitoring & coordination			√	
Operation partnerships		√		

Technical skills

Skill & Skill level	Knowing	Practicing	Proficient	Expert
Networking		√		
Stakeholder mapping and analysis		√		

Advocacy and inclusive governance	√			
Disability inclusive development		√		
Accessibility and Reasonable Accommodation		√		
Referral mechanisms		√		
Social and Behavioural Change communication		√		
Organizational Development of OPDs			√	

Emergency Preparedness and Response skills

Skill & Skill level	Knowing	Practicing	Proficient	Expert
Emergency response			√	
Humanitarian monitoring and emergency preparedness			√	

Other professional skills

Skill & Skill level		Knowing	Practicing	Proficient	Expert
MEAL/Information Management (IM)	Results and indicators monitoring			√	
MEAL/IM	Accountability to affected populations: participatory, non-discriminatory and responsible approaches		√		
MEAL/IM	Responsible data management		√		
Log/supply	Planning (supply)	√			
Finance	Financial/budget management	√			
Finance	Donor financial management		√		
Institutional fundings	Proposal and narrative report writing	√			
Security	Personal security management		√		
Security	Security context analysis	√			
Security	Base office management			√	
Security	Develop mitigation measures linked to humanitarian security approaches	√			
Advocacy	Networking & promotion of HI advocacy messages to external stakeholders			√	
Global programme management	Management of major risks (safeguarding, fraud & corruption, security and major financial risks)		√		

Cross-sector skills

Skill & Skill level	Knows	Practices	Proficient	Expert
Frameworks and references		√		
Office and collaborative tools		√		
Stress management		√		

Collaborating in a global organisation		√		
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YOUR PROFILE:

- Education requirement: Bachelor degree in Social Sciences, management, international development or a related field.
- Experience: Minimum 3 years of relevant experience in the field of disability rights project management.
- Computer skill: Microsoft Office is preferred, with advanced Excel skills preferred.
- Language requirement: native Vietnamese and proficient English

CONDITIONS:

- Working station: Ha Noi, Viet Nam
- Type of contract: Fixed term contract. Initially, this position will be on a part-time basis (2 days per week) until the project is approved by the local authorities.
- Salary package: Following organization policy
- Closing date for applications: 28/03/2025

TO APPLY:

Applicants should email a letter of interest together with CV to email: recruitment@vietnam.hi.org by **28/03/2025**. Please state clearly in the Email subject the position being applied for “**Project Manager for EU MIC project**”.

IMPORTANT: In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

Only candidates who passed the selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

Candidates with disabilities are strongly encouraged to apply. Preference will be given to individuals with lived experience of disability or those with proven experience in promoting the rights of persons with disabilities and strengthening the capacity of organizations of persons with disabilities (OPDs).

HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI protection standards including background checks and adherence to HI protection policies (Child protection, PSEAH), Anti-fraud and Corruption and Code of Conduct.

All information shared by the applicants remain confidential.
