



JOB DESCRIPTION – CHIEF OF PARTY

Created/updated on 11 March 2025 and
approved on 12 May 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 its creation in 1982, HI has run development programmes in more than 60 countries and responded to numerous emergencies. Today, we have a budget of approximately 255 million euros, with 4794 employees worldwide.

At Handicap International-Humanity & Inclusion, we truly believe in the importance of inclusion and diversity within our organisation. This is why we are engaged to a disability policy to encourage the inclusion and integration of people with disabilities. For further information about the association: www.hi.org.

Context

Project information

The **Inclusion 2B project** aims at improving quality of life of persons with disabilities in provinces heavily spread by Dioxin. To do so, the project's objectives are:

1. To expand rehabilitation services (developing rehabilitation plan; strengthen Multi-Disciplinary Team (MDT) rehabilitation services; build capacity of rehabilitation service providers; provision of assistive technologies, etc.).
2. To expand social services (home-based nursing care, hygiene promotion, prevention/prophylaxis, Mental Health, rehabilitation care; independent living skills; home accessibility; support to economic inclusion...).
3. To enhance disability policies (policy review workshop, empowerment of members of Organizations of Persons with Disabilities; awareness...).

Under the supervision of the Country Manager (CM), as Chief of the Party (COP), you contribute to the implementation of the mandate and the operational strategy of Humanity & Inclusion in Vietnam. You are responsible for implementing your project. You ensure 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, you share responsibility for the sound management and effective functioning of the global organization.

You will manage 01 Deputy Chief of Party, 01 Technical Officer and 02 Project Officers and collaborate with support service team.

This position will be responsible to ensure the quality of project deliverables and ensure technical support in promoting inclusion aspect of the project. Work closely with sub-awardees, local authorities, persons with disabilities, communities, organization of persons with disabilities, USAID/State Department and other stakeholders; build capacity of these stakeholders and ensure their participation

in the project cycle.

Line Manager: Country Manager

Duty Station: Hanoi

Missions / responsibilities (*):

MISSION 1: MANAGEMENT OF THE DONOR AND PARTNERSHIP RELATIONSHIP

Responsibility 1: Donor Relations

- Ensure compliance with the donor's rules and respect for contractual commitments: consolidation, control and reporting of operational and budgetary elements.
- Represent HI (and the other project partners) in all matters relating to the project with local, national, traditional, political, military and diplomatic authorities and bodies, with international organisations and with international coordination mechanisms and systems.

Responsibility 2: Coordination and management of partnerships

- Organise and implement governance schemes for his/her project (ARCI and coordination mechanisms/tools).
- Facilitate internal coordination between his/her team and all relevant departments (Country Manager, Shared Services, technical teams, MEAL, etc.).
- Ensure coordination with all partners involved in the project, and ensure effective communication mechanisms.
- Ensure the overall management of the partnerships and the associated contractual documents (partnership contracts, MoUs, amendments, reports, etc.).

MISSION 2: COORDINATION OF OPERATIONS

Responsibility 1: ensure coherence in project strategy and implementation, in collaboration with relevant departments and in accordance with general standards and procedures

- Ensure joint planning, consistency in project implementation approaches in accordance with the logical framework and within the allocated budget.
- In liaison with the project's governance bodies, in particular the technical resources (HI or partners), ensure the application of HI's quality standards (including technical standards) within the project, and follow up the implementation of recommendations resulting from evaluations, support missions and audits.
- With the support of the regional MEAL unit and in coordination with partner MEAL focal points, create, deploy and implement all appropriate tools for project monitoring, evaluation, accountability and learning, in line with HI policies and frameworks.
- Facilitating audits (operational, financial and organizational) and ensuring the implementation of their recommendations in its area of responsibility.

Responsibility 2: ensure the management and compilation of project data

- Ensure that appropriate data collection and management tools are put in place in the project, in accordance with standard frameworks.
- Ensure that project data is collected and compiled in the project database.

- Carry out regular checks and make any necessary corrections to the activity database in conjunction with the MEAL unit.
- Ensure the archiving and availability of all verification sources (documents) related to the project

Responsibility 3: Contribute to the steering of the transformation of the organisation, in particular through changes in working and management methods and the continuous improvement of work processes.

Responsibility 4: develop HI's external influence (forums, operational and strategic alliances, etc.) and the organisation's external representation (events, media) in its area of responsibility

- Relay HI's global advocacy messages to all relevant external parties.
- Contribute to the external influence of HI by participating in relevant networks.

MISSION 3: PRINCIPLES AND KNOW-HOW

Ensuring the deployment of and compliance with global frameworks, institutional policies and HI principles

- This includes, among others, the core reference frameworks (e.g. HI Mission and Values; Theory of Change: Access to Services), all HI institutional policies (Security; Code of Conduct and Protection; Anti-Fraud and Corruption; PEAHS and Project Quality Framework; Disability, Gender and Age), all institutional guidelines and processes, delegation thresholds, security levels, etc.

MISSION 4: MANAGEMENT

- Being a role model: embodying HI's values on a daily basis.
- Giving meaning: understanding the strategy, making it explicit, translating it into operational objectives for the team, leading the necessary changes. Give meaning to each managerial action. Encourage the exchange of practices within the department and between departments. Encourage innovation and risk-taking.
- Manage operations: organise the operational management of your team, structure work around identified processes, monitor performance and facilitate problem solving.
- Manager 1er HR and coach: contribute to the development of team members, creating conditions for commitment, professionalism and attachment to HI. Ensure compliance with the code of conduct and institutional policies, the state of mind and the expected individual and collective behavior.

MISSION 5: SPECIALIZED EXPERTISE

- Provide appropriate technical guidance and support to project team and partners
- Performs technical activities or ensures that project(s) activities are implemented in accordance with internal quality and technical standards and suggests improvements as necessary.
- Adapt the project's technical documentation as required, in accordance with global technical standards.
- Coordinate and collaborate with the project's technical partners, as delegated by the specialist or project manager.

- Propose research and study topics, conduct research if necessary and supervise data collection.
- Contribute to the writing of new proposals for new opportunities within its technical scope.

MISSION 6: PROJECT-BASED TECHNICAL LEARNING WITH A GLOBAL IMPACT

- Ensure Global and Field Technical Specialists get the information they need and collaborate with technical divisions as needed.
- Coordinate with regional technical unit to ensure adequate capitalization to improve sectoral method globally and collect scientific evidence; initiate or test new innovative solutions to address the main challenges of the sector.
- Contribute to technical learning under the responsibility of the Specialist based on best practices.
- Contribute to the terms of reference for evaluations.

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.

Project management career path

	Knowing	Practice	Master	Expert
Diagnosis			√	
Intervention strategy			√	
Planning, monitoring and coordination				√
Operational partnerships			√	

Other professional skills

		Knowing	Practice	Master	Expert
MEAL / IM	Monitoring results and indicators			√	
MEAL / IM	Planning and coordination of qualitative and quantitative surveys; dissemination of results		√		
MEAL / IM	Project evaluation			√	
MEAL / IM	Accountability to affected populations: participatory, non-discriminatory and responsible		√		

MEAL / IM	Capitalisation and continuous learning		√		
MEAL / IM	Qualitative and quantitative data collection; qualitative analysis		√		
MEAL / IM	Responsible data management		√		
MEAL / IM	Statistical analysis and data visualisation		√		
Logistic / Supply	Supply planning	√			
Finance	Cash management	√			
Finance	Budgetary / financial management		√		
Finance	Financial management for lessors		√		
Human resources	Facilitation and/or design of training and skills development programmes, both face-to-face and distance learning		√		
Institutional funding	Analysis and monitoring of donor knowledge		√		
Institutional funding	Writing of reports and project proposals			√	
Institutional funding	Negotiation (contracts, litigation, consortium development)			√	
Security	Staff security management	√			
Security	Analysis of the security context	√			
Security	Security risk analysis	√			
Security	Development of risk reduction measures associated with humanitarian security approaches	√			
Advocacy	Convincing and achieving policy results	√			

Advocacy	Participation in networks and promotion of HI advocacy messages to external stakeholders		√		
Global programme management	Major risk management (safeguarding, fraud & corruption, security and major financial risks)	√			
Global programme management	Analysis of the context and the set of actors in relation to the partnership strategy of the programme		√		
Global programme management	Public relations / representation / internal-external communication / partnership relations			√	

Cross-cutting competences

	Knowing	Practice	Master	Expert
Frameworks and references			√	
Office automation and collaboration tools		√		
Stress management		√		
Working together in a global organisation			√	

Emergency Preparedness and Response skills

Skill & Skill level	Knowing	Practice	Master	Expert
Emergency response			√	
Humanitarian monitoring and emergency preparedness			√	

YOUR PROFILE:

- Education requirement: Postgraduate/Graduate qualification in management, humanitarian action, international development or relevant technical field (health, rehabilitation, disabilities)
- Language requirement: native Vietnamese and proficient English
- 3-5 years of project management experience.
- Experience in managing disability inclusion or rehabilitation project
- Experience in managing USAID/State department grant
- Experience working in Viet Nam or Asia
- Ethical values and a constructively critical mindset

- Leadership: inspires confidence, motivates, sets the example, takes and assumes decisions
- Benevolent (shows trust / acknowledges achievements)
- Practices and promotes autonomy (delegates and motivates)
- Cooperative /collaborative (asks for feedback / listens to the organisation)
- Accountable (internally/externally/to governance)
- Diplomacy
- Audacious (shows initiative/entrepreneurial)
- Resilience to stress and uncertainty
- Capable of self- criticism (listens and seeks to improve)
- Pragmatism, capacity to adapt with agility

CONDITIONS:

- Working station: Ha Noi, Viet Nam
- Type of contract: Fixed term contract.
- Salary package: Following organization policy
- Closing date for applications: 31/05/2025

TO APPLY:

Applicants should email a letter of interest together with CV to email: recruitment@vietnam.hi.org by **31/05/2025**. Please state clearly in the Email subject the position being applied for **“Chief of Party for Inc2b 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.
