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|  | **JOB DESCIPTION** **SOCIAL FACILITATORS**Updated on 16/06/2025 and approved on /// 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](http://www.hi.org/).

# **Context**

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| **Project Information**The project "Digital Learning and Accessible Technology for Improved Employability of Persons with Disabilities" is a 36 months project funded by the European Commission. The project aims to empower youth with disabilities and improve their employability through enhanced access to digital learning, telerehabilitation, and accessible technologies as well as increased engagement of disability-focused Civil Society Organizations. The project will work with youth with disabilities who need Alternative and Augmentative Communication (ACC) tools, rehabilitation services and economic services in their journey towards economic inclusion. At the same time, the project will work with government partners, employers, civil society organizations (CSOs), digital service providers, future ICT specialists, and organizations of persons with disabilities (OPDs) in building their capacities to promote workplace inclusion and inclusive service delivery. These initiatives reinforce HI's "twin-track approach", The project will take place in five provinces, including Ha Noi, Hue, Quang Tri, Binh Dinh & Kon Tum.**About the position:** Reporting to the Project Manager, the social facilitator (SF) provides personalized social support to meet the specific needs of each youth with disabilities and their families to access digital learning and accessible technology for improved employability. SF also offers support, counselling and information to help youth with disabilities access appropriate services to promote social inclusion. **Line Manager***:* Project Manager **Duty Station:** Hue city.**Starting date:** The position is expected to be filled from 15/07/2025 |

# **Missions / responsibilities:**

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| **Responsibility 1: Conduct socio-economic analysis of the youth with disabilities' situation (project participants -PP)*** Participate in the selection meeting of PPs
* Conduct consultations with selected PPs to assess their socio-economic and psychological conditions, using assessment tools to understand their needs for digital access, skill development, and employment.
* Participate in market scan and propose and validate appropriate referral for PPs.

**Responsibility 2: Support PPs and their families in developing and carrying out their action plan for improved employability.*** Build strong relationships with PPs and their families, understanding their needs, aspirations, and challenges.
* Support each participant in defining an individual action plan including career orientation, skills training, and community integration to improve their employment capacity (self-employment, wage employment or other);
* Instruct PPs in using digital solutions and other services to improve social inclusion, economic participation, skills learning, rehabilitation, and employment opportunities.
* Coordinate with relevant organizations and agencies to ensure persons with disabilities receive appropriate support in healthcare, education, employment, and other rights.
* Conduct regular visits and follow-ups to assist PPs in implementing their employment action plans. SF may accompany up to 55 PPs over a period of 2 years.
* Update the beneficiary database, record, report, and propose measures to improve the quality of services for persons with disabilities.

**Responsibility 3: Contribute to implementation and monitoring of project activities.*** Assist in planning and executing activities for partners and beneficiaries under the guidance of the Project Manager.
* Support community mobilization to organize communication activities about accessible technology solutions for persons with disabilities.
* Provide logistical and financial support for project activities.
* Collect data, assist in reporting, and document project activities.
* Attend coordination and planning meetings and various training sessions;
* Complete reports requested by the supervisor
* Participate in emergency preparedness and response activities and other activities as assigned by the Project Manager.
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# **Requirement of Skills**

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| Skill & Skill level | Knowing | Practicing | Proficient  | Expert |
| Coaching/ case management |  |  | V |  |
| Interpersonal and communication |  |  | V |  |
| Facilitation of communication session |  | V |  |  |
| Planning and organizing |  | V |  |  |
| Monitoring and reporting |  | V |  |  |
| Safe Programming / Risk mitigation (including safeguarding)– Protection  |  | V |  |  |
| Norms, legal frameworks, references related to disability - Inclusion | V |  |  |  |
| Computer-MS office |  | V |  |  |
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# **Other Requirements:**

* College Degree in Sociology, Psychology, Education, Information Technology, Community Development, or a related field.
* Minimum three years of relevant experience in community development, livelihood support, or career counselling.
* Experience in case management, group work, and monitoring & evaluation is an advantage. Experience working with persons with disabilities is preferred.
* Responsible, patient, and dedicated to social work.
* Enthusiastic, honest, supportive, and eager to learn.
* Passion for social issues and community development, with a desire to support vulnerable groups.
* Willingness and commitment to travel to project sites in districts and communes. Good health and personal transportation are required.
* Persons with disabilities are encouraged to apply.

**CONDITIONS OF THE POSITION:**

* Type of contract: Fixed term contract
* Working station: Quang Tri province
* Wage: According to profile and experience

**TO APPLY:** Only online by joining a CV and cover letter via the following email: recruitment@vietnam.hi.org. Closing date for applications is **30 June 2025**. Only short-listed candidates will be notified.

**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.

Humanity & Inclusion (HI) is an equal opportunity employer. Women and people living with disabilities are strongly encouraged to apply. HI promotes and upholds the principles of equal opportunities and its policies (PSEAH, Child Protection etc). HI has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in HI includes, in particular, criminal record checks and the collection of relevant references.

Safeguarding our beneficiaries is our top priority in everything we do. For further information about the association: <http://www.handicap-international.fr/>