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 that promotes non-discrimination principles and the rights of all applicants and staff, including persons with disabilities. For further information about the association: [www.hi.org](http://www.hi.org/).

# **Context**

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| **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 Project Manager, the Inclusion Technical Officer contributes to the implementation of HI mandate 5-year strategy of Humanity & Inclusion in Vietnam. He/she contributes to the implementation of projects by providing technical expertise and by ensuring that the quality and impact of the project(s) concerned are optimized. The TO works in close collaboration with the program's technical team. **Line Manager***:* Project Manager **Duty Station:** Hanoi**Starting date:** The position will commence once local approval is obtained (expected in early November 2025) |

# **Missions / responsibilities:**

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| **Mission 1: Providing guidance and technical support to projects in accordance with the technical frameworks and general standards related to Inclusive Governance and Advocacy*** Provide technical guidance and support to the Project Manager, partners, and OPDs to ensure project activities (awareness-raising, advocacy for policy change and media campaigns, inclusive education, protection and employment, inclusive governance)
* Ensure project(s) activities are implemented in accordance with internal quality and technical standards and propose adjustments or improvements as necessary.
* Contribute to planning and preparing activities, tools, and resources in coordination with support services (logistics, finance, administration).
* Contribute to the develop and elaborate training, coaching, advocacy and Information, Education and Communication material with the support of the technical unit and the regional inclusion specialist
* Adapt project tools as required, in accordance with global technical standards and norms and to ensure their accessibility and relevance for marginalized groups, including persons with disabilities
* Ensure technical quality in day-to-day implementation and propose adjustments or improvements when required.
* Contribute to regular monitoring and reporting of technical activities, including collection and analysis of project indicators and outcomes, in close collaboration with the project team, the technical unit and the MEAL team.
* Use available data to develop recommendations based on evidence to influence policy change and decision-makers in the field of disability and inclusion.
* Where appropriate, coordinate and collaborate with the project’s technical partners and networks as delegated by the Project Manager.

**Mission 2: Supporting operational implementation of the Making Inclusion Campaign project** * Contribute to the planning and day-to-day implementation of project activities in line with the logical framework, budget, and approved action plan.
* Liaise with support services (logistics, finance, administration) to ensure effective and timely delivery of activities.
* Support the Project Manager in ensuring compliance with donor requirements, administrative procedures, and HI internal standards.
* Maintain proper documentation, archiving, and reporting of technical and operational activities.

**Mission 3: Providing project-based technical learning*** Ensure global and field technical specialists get the information they need and collaborate with inclusion technical team as needed.
* Document and share lessons learned, good practices, and innovations from the project activities, particularly in relation to rights of persons with disabilities and discrimination vs positive norms
* Support the implementation of recommendations from evaluations, audits, and technical reviews to improve project quality.
* Contribute to research, assessments or studies on disability inclusion, stigma reduction, and OPD empowerment.
* Ensure the technical quality and relevance of activities within the scope of expertise; conduct self-evaluation and participate in evaluation cycles under the supervision of the Project Manager.
* Propose research and study topics
* Contribute to the preparation of terms of reference for evaluations.

**Mission 4: Contributing to the animation of the Inclusive Governance sector** * Deliver or support technical training and workshops for OPDs, project partners, and staff, focusing on advocacy, organizational development, and inclusive governance.
* Contribute to capacity strengthening plans for OPDs, particularly those representing under-represented groups (women and gender-diverse persons with disabilities, persons with hearing, intellectual, psychosocial, and multiple impairments).
* Facilitate peer learning, exchanges of practice, and communities of practice among OPDs and stakeholders.
* Contribute to the design and collection of operational data and ensure compliance with MEAL and technical standards in data processing and reporting.

**Mission 5: Contributing to ensure the technical influence of HI on its perimeter in relation to Inclusive Governance** * Provide technical inputs to advocacy strategies, awareness campaigns, and communication initiatives within the scope of the MIC project.
* Relay and contribute to advocacy messages promoting rights of persons with disabilities, anti-discrimination, and inclusive governance.
* Represent HI’s technical expertise in relevant local, national, and regional forums, networks, or working groups as delegated.
* Contribute to the development of new project content and proposals related to disability inclusion and advocacy.

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# **Skills required**

**Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill & Skill level | Knowing | Practicing | Proficient  | Expert |
| Professional capacity building  |  |  | √ |  |

**Shared skills - Sectors of intervention**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill & Skill level | Knowing | Practicing | Proficient  | Expert |
| Intervention strategy - Field project management |  | √ |  |  |
| Public relations / representation / internal-external communication - Global program management |  | √ |  |  |
| Capitalization and continuous learning - MEAL |  | √ |  |  |
| Project evaluation - MEAL |  | √ |  |  |
| Strategic analysis - Institutional Fundings | √ |  |  |  |
| Safe Programming / Risk mitigation (including safeguarding)– Protection  |  | √ |  |  |
| Norms, legal frameworks, references related to disability - Inclusion |  | √ |  |  |
| Operational partnerships - Field project management |  |  | √ |  |

**Specific skills - Sectors of intervention**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill and skill level | Knows | Practices | Proficient | Expert |
| Disability, Age and Gender inclusion |  |  | √ |  |
| Specificities in relation to the different types of impairments |  |  | √ |  |
| Participatory approaches and community empowerment |  |  | √ |  |
| The twin-track approach to inclusion |  |  | √ |  |
| Inclusive protection and Gender-Based Violence |  | √ |  |  |
| Inclusive Education |  | √ |  |  |
| Inclusive Employment |  | √ |  |  |
| Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)  |  | √ |  |  |
| International Human Rights Law |  | √ |  |  |
| Universal design, accessibility and Reasonable accommodation |  |  | √ |  |
| Empowerment of OPDs and CSOs |  |  |  | √ |
| Advocacy and awareness-raising  |  |  |  | √ |
| Social and Behavior Change Communication |  |  √ |  |  |
| Barriers and facilitators related to Disability Inclusion |  |  | √ |  |
| Community-based Inclusive Development |  | √ |  |  |
| Protection and Inclusion mainstreaming principles |  | √ |  |  |
| UN- Convention on the Rights of Persons with Disabilities |  |  |  | √ |
| Inclusive data collection and use of the Washington Group Questions tools |  | √ |  |  |

**Cross-sector skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill & Skill level | Knows | Practices | Proficient  | Expert |
| Frameworks and references |  |  | √ |  |
| Office and collaborative tools |  |  | √ |  |
| Stress management |  | √ |  |  |
| Collaborating in a global organisation |  | √ |  |  |

# **Requirements**

**Education**

* Bachelor’s degree or equivalent in Social Sciences, Human Rights, or related fields (e.g. occupational therapy, special education, public health).

**Experience**

* A minimum of 3 years of relevant experience. In which: 2 years of experience in the field of project coordination or implementation in CSO, INGO or UN and 1 years’ experience in disability inclusion, social inclusion, equality, advocacy or related field.
* Previous work with organizations of persons with disabilities is a strong asset
* Strong analytical capabilities with the ability to manage tasks associated with the development of projects.

**Other skills:**

* Strong interpersonal skills
* Good communication skills
* Collaboration and team work skills
* Proficiency with Microsoft office (word, excel, ppt)

**Language**

* Good level in English and Vietnamese languages, both in written and oral is required.

**CONDITIONS OF THE POSITION:**

* Type of contract: Fixed term contract
* Working station: Hanoi
* Wage: According to profile, experience and HI’s salary scale

**TO APPLY:** Only online by joining a CV and cover letter via the following email: recruitment@vietnam.hi.org. Closing date for applications is 10th October **2025**. Only short-listed candidates will be notified.

Humanity & Inclusion (HI) is an equal opportunity employer. Women, gender-diverse persons and persons 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/>