POSITION: Mine Action Program Support Officer, (two interns)

PARTNER: Association for Empowerment for Person with Disability (AEPD)

AREA OF STUDY: ECH, DVM, POL, SOC, SVS, CRM

COUNTRY AND PLACE OF ASSIGNMENT: Dong Hoi, Quang Binh – Vietnam

CONTRACT DURATION: 12 WEEKS

NGO MISSION/DESCRIPTION:
Association for Empowerment for Person with Disability (AEPD) is a locally run network for landmine and explosive remnants of war survivors. Based in a remote area of Vietnam that is affected by landmines, cluster munitions and unexploded ordinance. With over 900 members, AEPD focuses on peer support to survivors and other persons with disabilities. Formerly Survivor Corps/Landmine Survivor Network, AEPD is one of the survivor networks associated with the International Campaign to Ban Landmines and the Cluster Munition Coalition.

TASKS DESCRIPTION/RESPONSIBILITIES
The YP will support the survivor assistance work of AEPD. Formerly Survivor Corps/Landmine Survivors Network, AEPD is a locally run network for landmine and explosive remnants of war survivors. Based in a remote area of Vietnam that is affected by landmines, cluster munitions and unexploded ordinance. With over 900 members, AEPD focuses on peer support to survivors and other persons with disabilities.

Job Profile

- Using social media to build AEPD’s presence on the internet
- Update any written material
- Assist in writing grant applications or proposals for funding.
- Conduct research on disability and social issues or climate change adaptation or other related topics in Quang Binh province including gathering survivor stories
- Assist AEPD staff with English language communications
- Participate in monitoring and evaluation including data entry
- Collaborate with AEPD staff and local communities to support persons with disabilities obtain economic independence
- Establish a list of potential donors for application for fund as well as write briefs of their information and their requirements for application
QUALIFICATIONS:

- Experience in working with volunteers
- Experience in coordinating events
- Experience in working with people with disabilities
- High level of comfort with Web 2.0
- Education in development studies, social sciences or a related field
- Volunteer or study-related experience in the areas of social justice or mine action
- Ability to work on a variety of issues simultaneously
- Excellent English writing skills
- Other tasks as they arise