



JOB ANNOUNCEMENT

Catholic Relief Services (CRS) is looking for a qualified Vietnamese candidate to join our Country Program.

Job Title: Program Manager I
Department: Disability Program
Grade: 9
Reports To: Program Manager II
Location: Hanoi, Vietnam

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will manage one program in the Country Program (CP) focusing on management of one disability inclusion support project which will provide home-based care, social services including psychological, social referrals and gender-based violence intervention support, designing and implementing projects advancing Catholic Relief Services' (CRS) work in serving the poor and vulnerable. Your management skills and knowledge will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of its programming.

Roles and Key Responsibilities:

- Manage and implement all activities throughout relevant project cycle
 - Facilitate the project design, start-up, implementation, and close-out - to ensure efficient and effective implementation in line with CRS program quality principles and standards, donor requirements, and good practices. Ensure project team and partner staff use the appropriate systems and tools including healthcare and social inclusion technical resources and tools.
 - Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.

- Champion learning with project staff and partner teams in the area of improving quality of life of persons with significant disabilities and other related areas. Analyze and evaluate project performance data following MEAL policy. Proactively identify issues and concerns and use participatory processes to overcome implementation obstacles.
- Act as a key resource person in project design and proposal development in respective programming area, gap-filling and taking on growth responsibilities, as needed.
- Coordinate the identification of staff capacity and technical assistance needs of partner organizations and capacity strengthening and required interventions to support quality project implementation, with special focuses on the implementation of fixed amount award type project, direct implementation and project milestone management.
- Help identify, assess and strengthen partnerships relevant to the disability inclusion support and home-based care for persons with significant disabilities, applying appropriate application of partnership concepts, tools and approaches.
- Coordinate and monitor financial and material resources relevant to project needs including project budgeting, advance and liquidation and financial tracking. Through planning and oversight ensure efficient use of project resources.
- Provide technical solutions and act as technical resource in healthcare and social inclusion for persons with disabilities, with focus in home-based care or rehabilitation nursing and/or psychological support.

Basic Qualifications

- Master's Degree in Public Health, General Practitioner, social work required. Additional experience may substitute for some education.
- Minimum of 4 years of relevant field-based experience in coordinating or managing light to moderately complex projects required, preferably with an international NGO.

Knowledge, Skills and Abilities

- Strong critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with culturally diverse groups.
- Strong written and verbal communication skills with ability to write reports
- Proactive, results-oriented, and service-oriented

Preferred Qualifications

- Project management experience in disability inclusion project and/or home-based care or rehabilitation or psychological support to persons with disabilities is highly desirable.
- Experience in management of the fixed amount award and direct implementation project preferred.
- Experience engaging with partner organizations.
- Experience contributing to the development of technical proposals.
- MEAL skills and experience preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems. Experience in using software and applications for data collection and analysis such as SPSS, Epi, Commcare and Power BI is appreciated.

Required/Desired Foreign Language: English proficiency

Travel Required: Minimum of 40% to Binh Dinh, Kon Tum, Quang Nam and/or other provinces as required

Supervisory Responsibilities: Inclusion Iib project staff

Key Working Relationships:

Internal: CRS operation, finance, other program staff, Head of Program, MEAL staff and regional related staff

External: Local partners, donors, other peer organizations.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Application requirements

Individuals interested in this job are invited to submit your applications via email to Catholic Relief Services at: recruitment.vietnam@crs.org

Applications in English should include:

- i) Curriculum Vitae with name and contact information of three references
- ii) Application Letter
- iii) Copies of degrees, certificates

Deadline for submission: **February 20, 2023**

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an equal-opportunity employer

