



## JOB VACANCY

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

Job Title: Mine Action Program Intern (UXO Intern)  
Department/Location: UXO program  
Location: Hanoi and travel to project site (if any)  
Duration: 03 months  
Reports To: Mine Action Program Manager

### **About CRS:**

Catholic Relief Services (CRS) 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 are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

### **CRS/Vietnam Background:**

CRS has been operating in Vietnam since 1994. In partnership with the government, civil society and communities, CRS implements programs in 10 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Action, Disaster Risk Reduction, and Climate Change Adaptation.

### **Specific Job Responsibility:**

- Support project team in organizing trainings, workshops, and events under the supervision of CRS staff
- Participate in surveys/assessments/evaluation and interviews if required
- Support the project team in maintaining and updating the project database including beneficiary tracking record
- Edit and organize English and Vietnamese documents under the supervision of UXO staff
- Translate documents from Vietnamese to English and vice versa
- Provide interpretation for non-Vietnamese CRS staff and international consultants at informal meetings and events
- Support project team in finance advance and liquidation requests
- Provide assistance to project team members in regard to internal meetings and discussions (e.g., minute meeting notes, ect.) and when needed

- Provide assistance in preparing correspondences to UXO program's partners
- Provide assistance to the project communication components, which includes designing materials and checking consultant's work
- Other: other tasks as necessary, program activities/projects as requested by supervisor.

**Requirements:**

- ✓ Vietnamese nationality
- ✓ University degree in foreign language, community development, social sciences, education or related discipline
- ✓ Knowledge in the field of programs, issues and policies related to UXO/LM in Vietnam is preferred.
- ✓ Minimum of 1 year of work experience in project implementation. Experience in Mine Action programming with an INGO is preferred.
- ✓ Familiar with design software is an advantage
- ✓ Experience with administrative procedures, especially in event organization (both online and offline events including webinars, workshops, meetings, conferences) is an asset
- ✓ Good organizational and computer skills (Word, Excel, Power-point, E-mail and Internet - required).
- ✓ Fluent in written and spoken English and Vietnamese required.
- ✓ Able to travel to program/project areas when required.
- ✓ Willingness to learn as required by the tasks to be performed

**Disclaimer Clause:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. The purpose of this document is to list minimum and possible supplemental functions and required minimum standards.

*\*\*\*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 and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.**

**Application requirements**

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

Applications in English should include:

- i) Cover letter;
- ii) CVs demonstrating relevant capacity and experience.

Deadline for submission: February 24, 2023.