



JOB ANNOUNCEMENT

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

Job title: Project Officer
Department: Disability Inclusion Program
Job band: 7
Reports to: Program Manager
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:

CRS is under the process of proposal development to support the inclusion of persons with disabilities. As a member of the new disability inclusion support project (tentatively implementing in Binh Dinh and KonTum), you will take primary responsibilities for project implementation in one province, monitor and report on all project activities in support of Catholic Relief Services' (CRS) work serving the persons with disabilities and other vulnerable community. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities:

- Organize and support the coordination and implementation of all assigned project activities as outlined in the detailed implementation plan (which includes all areas of project management such as project workplan development, direct project implementation, project budget planning-advance and liquidation, partnership relation) in line with CRS program quality principles and standards, donor requirements, and good practices in one province of either Binh Dinh or KonTum.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules (including the facilitation of local monitoring of home-based care outcomes, monitoring of project activities; data quality assurance, preparing donor report and activity report when required). Assist partners in their efforts to reflect on project experiences.
- Support accountability through coordinating project evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule (both to the provincial government and to the donor through the prime organization). This includes facilitation of local care monitors to collect data, collaborate with Monitoring, Evaluation and

Learning officer (MELO) to analyze data of home-based care outcome using ICT-based tools and prepare reports accordingly.

- Collect information on technical assistance needs of partner organizations in home-based care model and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities (including the documentation of all project milestones, model of home-based care). Assist with identifying information for case studies and reports on promising practices.
- Coordinate provision of any logistical and administrative support to staff and partners including the facilitation of technical assistance in for project activities in both Binh Dinh and KonTum including development of terms of reference (TOR) of project consultants, providing technical inputs (with more focus on home-based care and care outcome measurement) to project activity planning, monitoring of project results and working with consultants and relevant partners to ensure the project outcomes.
- Contribute to other tasks required by Program Manager such as proposal development, preparing for donor trip visits or capturing key case stories for CRS documentation etc.

Basic Qualifications

- Bachelor's degree in social work or social science, public health or nursing care or medical degree or rehabilitation preferred.
- Minimum of 4 years of work experience in similar position. Experience in the field of disability inclusion support, nursing care of persons with disabilities or elderly people and experience working for an NGO would be a plus.
- Additional experience may substitute for some education.

Required Languages – English proficiency

Travel – Based in Binh Dinh or KonTum or Hanoi with an estimate of 30% to 40% of required travel to project sites in Binh Dinh and/or KonTum provinces.

Persons with disabilities are encouraged to apply.

Knowledge, Skills and Abilities

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

Preferred Qualifications

- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

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

Supervisory Responsibilities: None

Key Working Relationships:

Internal: CRS disability program team staff, finance and operation staff; Country Manager, Head of Program

External: Provincial and district level partners in Binh Dinh and KonTum, consultants, other disability inclusion related implementation partners.

****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.*

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

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

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: **April 20, 2023**

CRS is an Equal Opportunity Employer