



JOB ANNOUNCEMENT

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

Job Title: Senior MEAL Officer
Location: Hanoi
Salary grade: 8
Reports To: MEAL Manager

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:

As key role within the MEAL team, senior MEAL officer will facilitate the achievement of monitoring, evaluation, accountability and learning (MEAL) objectives for specific project(s) or programming area(s) within the Vietnam Country Program (CP), contributing to serving the poor and vulnerable. Senior MEAL officer will coordinate and lead activities, as well as provide technical advice related to ensuring quality principles, standards, and MEAL policies, procedures and practices are applied within projects. His/her coordination and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities:

- Organize and lead the implementation of all assigned MEAL activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Ensure learning properly accompanies project MEAL activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Supervise and perform ad-hoc inspections of various MEAL processes and products within the project to ensure timely MEAL implementation and adherence to established MEAL policy and process standards and procedures.
- Support and coordinate MEAL capacity building and technical support activities to CRS staff and partners.
- Ensure planning for and quality of MEAL processes including project monitoring (data collection, data entry, data cleaning and reporting), evaluation, accountability and learning.
- Ensure project documentation for assigned MEAL activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices

Basic Qualifications

- Bachelor's Degree required. Degree in Social Science or in the field of MEAL would be a plus.
- Minimum of 4 years of work experience in project support, ideally in the field of MEAL and for an NGO and USAID funded projects.
- Additional experience may substitute for some education.

Required Languages - Fluency in Vietnamese and strong English (speaking, reading and writing) required.

Travel - Must be willing and able to travel up to 40%.

Knowledge, Skills and Abilities

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Demonstrated skills and knowledge in quantitative and qualitative data analysis and interpretation.

Preferred Qualifications

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Proficiency with statistical packages such as CommCare, Power BI, Stata, etc a plus.

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

MEAL Competencies (for CRS MEAL Program Staff)

Each staff member in this position is expected to have *solid knowledge and ability and can apply the following competencies with minimal or no guidance, in the full range of typical situations*, while requiring guidance to handle novel or more complex situations

- Monitoring
- Accountability
- Evaluation
- Learning
- Analysis and Critical Thinking

Supervisory Responsibilities (if none, state none): None

Key Working Relationships:

Internal: Project, Finance, Procurement and HR teams as relevant to project, Program managers

External: Donor and partner organizations

****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.

CRS is an Equal Opportunity Employer

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 26, 2023**

By applying to this job, the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics