



## INTERN RECRUITMENT

Job Title:	Disability Program Intern
Department/Location:	Disability Program
Location:	Hanoi
Duration:	03 months from September to December 2023
Reports To:	Disability Program Manager

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 is 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 government, civil society and communities, CRS implements programs in 12 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Risk Education and Landmine Survivors' Assistance and Disaster Risk Reduction. CRS Vietnam is part of the Mekong Sub-region along with the Cambodia, Laos and Myanmar programs.

### **Specific Job Responsibility:**

- Support project team in maintaining and updating the project filing system, database including beneficiary tracking record.
- Provide admin and logistic support to project team in organizing trainings, workshops, events, project meetings (including taking minutes, travel trip logistic support in project sites) under the supervision of CRS project officer.
- Support in exploring relevant technical documents on website or from relevant networks under the supervision and guidance of the program staff.
- Translate documents from Vietnamese to English and vice versa.
- Provide interpretation for non-Vietnamese CRS staff and international consultant at informal meetings and events.
- Edit and organize English and Vietnamese documents under the supervision of CRS program staff.
- Support project team in finance advance and liquidation requests
- Other: other tasks as necessary, program activities/projects as requested by supervisor.

### **Qualifications and Personal Skills:**

- ✓ University degree in foreign language, social sciences, or related discipline, degree in public health or medicine or psychology is an advantage
- ✓ Knowledge in the field of programs, issues and policies related to disability support program is preferred.
- ✓ 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.

*\*\*\*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.*

### **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: August 26<sup>th</sup> 2023

**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.**