



## CRS JOB DESCRIPTION

<b>Job Title:</b> Project Officer	<b>Reports to:</b> Mine Action Program Manager I
<b>Department:</b> Mine Action Program	<b>Salary Grade:</b> 7
<b>Contract duration:</b> 4 months	

### 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.

### CRS/Vietnam Background:

CRS has been operating in Vietnam since 1994. In partnership with Government and other organizations, CRS implements programs in 12 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

### Job Summary

As a member of the Towards Sustainable Mine Risk Education for Primary and Secondary School Students’ (SMRE) project - Mine Action program team, you will monitor and report on all project activities in support of Catholic Relief Services’ (CRS) work serving the poor and vulnerable. 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

- Coordinate and implement of project activities of assigned project’s partners as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Support partners in their efforts to reflect on project experiences.
- Coordinate project evaluation activities and assist partners in their efforts to collect and analyze project data per specified mechanisms and tools with support from MEAL team.
- Work with the finance officer to support local partners on financial aspects to ensure the expenditures of the project comply with donor’s regulations.
- Collaborate with local partners to prepare reports per established reporting schedule.
- Complete project documentation for assigned activities. Identify information for case studies and reports on promising practices.

- Maintain and strengthen partner relationships with related partners at all levels to ensure the work goes smoothly with good quality.
- Collect information on staff capacity needs and technical assistance needs of partner organizations and monitor capacity building and technical support activities to ensure effective impact.
- Work with project consultants and subcontractors, provide them with direction and manage their performance.
- Participate in proposal development and strategy development for the Mine Action program.
- Conduct other relevant tasks assigned by supervisor.

### **Basic Qualifications**

- Bachelor's degree in Community Development, Social Sciences, Education or related fields.
- Minimum of 5 years of work experience in project implementation. Experience in Mine Action programming with an INGO is preferred.

### ***Required Languages***

- Good spoken and written English

### ***Travel***

- This position is required to about 40% travel to project sites.

### **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 REDI Competencies (for all CRS Staff)**

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. 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.

- Personal Accountability – consistently takes responsibilities for one's own actions.
- Acts with Integrity - consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- Builds and Maintains Trust - shows consistency between words and actions.
- Collaborates with Others – works effectively in intercultural and diverse teams.
- Open to Learn – seeks out experiences that may change perspective or provide an opportunity to learn new things.

## **Supervisory Responsibilities: None**

### **Key Working Relationships:**

- **Internal:** Mine Action Program team members; MEAL team; Operation and Finance staff
- **External:** Project partners; International and Vietnamese NGOs; Landmines working group members.

*\*\*\*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 prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.**

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

Deadline for submission: May 1, 2024.

**CRS is an Equal Opportunity Employer**