



INTERN RECRUITMENT

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| Job Title: | Disability Program Intern |
| Department/Location: | Disability Program |
| Location: | Hanoi, travel to project site in KonTum and Binh Dinh (if any) |
| Duration: | 1 year from 15 th June 2024 to 15 th May 2025 |
| Reports To: | Disability Program Manager or another staff assigned by PM |

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.

CRS is collaborating as a sub-organization to implement the Inclusion IIb project in Binh Dinh and KonTum provinces. The Inclusion IIb is funded by USAID, managed by Humanity Inclusion organization (HI) as the prime.

Job Summary

CRS is looking for a project intern to support disability program team with focus on the inclusion IIb project. As a member of the disability team, the intern will provide program support to project team and partners. S/He has opportunities to learn about project implementation skills including planning, data collection, data analysis, field trip monitoring and logistic/admin support to the project activity implementation.

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 officers.
- 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:

- ✓ People with disabilities are encouraged to apply and any reasonable adjustments required will be provided to ensure your ability to engage in this process.
- ✓ 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 social sectors, development programs 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

Applications in English should include:

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

Deadline for submission: June 9th 2024

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.