



## CRS JOB DESCRIPTION

<b>Job Title:</b> Senior Project Officer	<b>Reports to:</b> Disability Program Manager
<b>Department:</b> Disability	<b>Salary Grade:</b> 8

### 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

As a member of the inclusion Iib project team (implementing in Binh Dinh and KonTum), you will take the coordination role of project implementation in both provinces focus on the areas of workplan, provide technical inputs to ensure effective technical approach to support persons with disabilities through home-based care, reporting; and take responsibilities for project implementation in Kontum province support to persons with disabilities in line with Catholic Relief Services (CRS) program quality principles and standards, donor guidelines, and industry best practices to Country Program (CP) teams to advance the delivery of high-quality programming to persons with disabilities and community.

### Roles and Key Responsibilities

- Organize and lead the implementation of all assigned Inclusion 2b project activities in Kontum as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices. Provide coordination of the overall planning and management of Inclusion Iib project in collaboration with project team staff who are directly involved in project implementation in Binh Dinh province.
- Coordinate the technical inputs and results of home-based care, formal care, other health and social related supports by engaging team members, technical consultants and facilitate discussions and/or reflection with partners/stakeholders to ensure quality of these models.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their

efforts to reflect on project experiences in home-based care, formal care and social support to persons with disabilities. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.

- Coordinate and oversee working relationships with project stakeholders focusing in Kontum province and serve as the liaison between them and the project team to mobilize local actors and promote project activities and impact.
- Supervise and perform ad-hoc inspections of various processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and procedures. Ensure proper tracking of resource use for project activities in Kontum through regular budget reviews and action plan for project disbursement according to the project plan.
- Support and coordinate capacity building and technical support activities with focus on home-based care to persons with disabilities, using ICT for project implementation (e.g virtual training, workshop facilitation) which includes technical coordination of trainers, consultants and partners to ensure assigned project activities are implemented per project guidelines and standards.
- Coordinate with project team members preparing donor progress report and provincial partner periodical report draft to submit to the program manager per established reporting schedule.
- Coordinate provision of any logistical and administrative support to staff and partners, especially for USAID, NACCET and HI related monitoring visits which includes both preparation of technical program issues and administrative issues.
- Ensure project documentation for assigned 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.
- Participate to the consolidation of lessons learnt to contribute to the development of disability program (including dissemination of project results, build up linkage or connections with other implementation partners working in the same geographic areas, other organizations who serve the similar technical models in this portfolio.)

### **Basic Qualifications**

- Bachelor's Degree required. Degree in Medical Degree, Public Health (preferable in Nursing or Rehabilitation profession.), or Disability studies or Social work would be a plus.
- Minimum 4 years of work experience in project management, project implementation, ideally in the field of disability inclusion, USAID funded project and for a similar international non-governmental organization.
- Additional experience in managing project to support the inclusion of children and persons with disabilities in the areas of education, home-based care, rehabilitation, social support including vocational training and employment, participation, nursing care for persons with disabilities may substitute for some education.

### **Preferred Qualifications**

- Experience working with provincial key department partners such as Department of health, Department of Labor, Invalids, Social Welfare, Provincial Association of protection of vulnerable children and persons with disabilities; experience in participatory action planning, monitoring, reflection and community engagement.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data using ICT based platform preferred.
- Experience in data analysis and reporting.

- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), using data analysis tools and platform would be a plus.

### **Knowledge, Skills and Abilities**

- Analysis and problem-solving skills with ability to make sound judgment including being creative in finding solutions.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented and service-oriented.
- Accountability to people we serve and to the donor and agency compliances.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.

***Required Languages*** - Good spoken and written English

***Travel*** - This position is based in Hanoi with maximum 40%-50% travel time to tentative project sites in KonTum and Binh Dinh (when required) and as assigned by the Program Manager.

### **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.

Agency Leadership Competencies:

- Lead Change – continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- Develops and Recognizes Others – builds the capacity of staff to reach their full potential and enhance team and agency performance.
- Strategic Mindset – understands role in translating, communicating, and implementing agency strategy and team principles.

### **Supervisory Responsibilities (if none, state none):**

- One project assistant, one field-based assistant and one intern.

### **Key Working Relationships:**

**Internal:** *Country Manager, CRS project team members, MEAL team, Deputy Head and Head of programs, operation staff, finance staff, other country program team members*

**External:** *Kontum provincial partners, relevant staff from HI organizations, USAID, other sub organizations working in the same Kon Tum province, other organizations in the disability working group*

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

Deadline for submission: **June 29, 2024.**

**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.**

**CRS is an Equal Opportunity Employer**