



## JOB DESCRIPTION

<b>Job Title:</b> Administrative Officer	<b>Reports to:</b> Operations Manager
<b>Department:</b> Operation	<b>Salary Grade:</b> 5
<b>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 11 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:**

You will coordinate the provision of responsive, effective, and efficient administrative services in support of the Catholic Relief Services’ (CRS) mission to serve the poor and vulnerable. You will help ensure stewardship of resources and a high-quality service approach are integrated into administrative systems, policies, and procedures.

### **Roles and Key Responsibilities:**

- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.
- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Engage with relevant external stakeholders (government officials, landlords, service providers, etc.) on assigned administrative matters and help ensure required authorizations and documents are up-to-date.
- Coordinate the efficient use of CP assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensuring a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors.
- Coordinate event planning activities, including delegation visits, trainings and workshops.

- Support in procurement functions, specifically in due diligence visit, new supplier request and receipt of procured goods.

#### **Basic Qualifications**

- Bachelor's Degree in Business Administration or relevant field.
- Minimum of 2 years work experience in administrative support functions, with increasing responsibility.
- Additional education may substitute for some experience.

**Required Languages** - Fluency in English language

**Travel** - upon request

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

- Good planning, organizational and time management skills
- Strong customer service orientation with very good communication and interpersonal skills
- Ethical conduct and ability to maintain confidentiality
- Proactive, resourceful, solutions-oriented and results-oriented

#### **Preferred Qualifications**

- Experience with a local or international NGO a plus.
- Experience and proficient skills in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems.

#### **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 responsibility 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 (if none, state none):** None

#### **Key Working Relationships:**

**Internal:** Country Representative, Country Manager, Program team, Finance and Procurement staff

**External:** Vendors, Suppliers, Government Organizations, International and Local 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 prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.

**CRS is an Equal Opportunity Employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.**

### **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:

- Curriculum Vitae with name and contact information of three references
- Application Letter
- Copies of degrees, certificates

Deadline for submission: **Oct 2, 2024**

**Please submit your application as soon as possible. We review applications on a rolling basis and may make decisions before the deadline.**