



## CRS JOB DESCRIPTION

<b>Job Title:</b> Project Assistant	<b>Reports to:</b> Program Manager
<b>Department:</b> Disability Program	<b>Salary Grade:</b> 4

### 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

CRS is collaborating as a sub-organization to implement a sub-project of "Expanding social services for persons with disabilities in Binh Dinh and KonTum" under the umbrella Inclusion IIb project of "Improving quality of life of persons with disabilities in provinces heavily sprayed with Agent Orange". The Inclusion IIb is funded by USAID, managed by Humanity Inclusion organization (HI) as the prime

As a member of the inclusion IIb project team, you will provide service in the day-to-day delivery of responsive, effective and efficient programming administrative activities in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. You will provide consistent and high-quality service and contribute to the proper stewardship of project resources to help ensure operational effectiveness in support of high-quality programming.

### Roles and Key Responsibilities

- Facilitate communication with all members of the disability program team, relevant staff in other departments/teams and external stakeholders as relevant. Send/receive and distribute all incoming and outgoing mails, letters, documents.
- Provide specialized project administrative transactions and processes including support to project officer and disability team in collecting reports and supporting documents from consultants, local care mentors, filing in a tracking file, make consultancy request...

- Prepare transactional documents in support of project operations processes and support and facilitate coordination of transaction processing (e.g. payment requests, travel authorizations, travel advances, visas, etc.).
- Support program team and in collaborate with MEAL team in compiling data (including data entry and data verification of the screening examination data, intervention data, quality care tracking, data entry and data verification in relation to project administration processes) (e.g. various contact lists, consultant data and contract tracking etc).
- Support travel and logistics arrangements for staff and visitors. Schedule and coordinate appointments. Provide logistical and communication support to event planning activities.
- Support implementation of property management processes, such as property receipt and distribution, property labeling, physical counts, etc.

### **Basic Qualifications**

- BA degree in social work, public health or other social science.
- Experience working in an office environment in a similar position. Experience with a local or international NGO a plus.
- Experience with typing/word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio, Teams) and information management systems. Proficient in Word and other communication apps.

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

- Good time management skills with ability to work on multiple tasks
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results-oriented
- **Required Languages** – Proficient Vietnamese and basic English skills are required. Good English skill is a plus.

**Travel** - Must be willing and able to travel up to 30 to 40 %.

### **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:** *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 of HI organizations, USAID, other sub organizations working in 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.*

**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. Persons with disabilities are encouraged to apply.**

**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: **November 12, 2024**