



## JOB DESCRIPTION

<b>Job Title:</b> Project Officer	<b>Reports to:</b> Deputy Chief of Party – Inclusion IIIb
<b>Department:</b> Inclusion IIIb	<b>Salary Grade:</b> 7
<b>Country Program:</b> Vietnam	<b>Location:</b> Ho Chi Minh City, Dong Nai or Binh Phuoc

### 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 120 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.

### Vietnam Background

CRS has been operating in Vietnam since 1994. In partnership with Government and other organizations, CRS implements programs in 13 provinces/cities in Vietnam. The Vietnam Country Program (CP) has a diverse funding base in the sectors of Disabilities, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

### Project Summary

CRS is implementing the Inclusion IIIb Activity to improve the quality of life of persons with disabilities, including persons with severe physical mobility, cognitive, or developmental disabilities that may be related to the use of Agent Orange and exposure to dioxin in the two provinces: Binh Phuoc and Dong Nai. In this USAID-funded Activity, CRS, as a prime, partners with implementing sub-recipients.

### Job Summary

As a member of the Inclusion IIIb project team, you will monitor and report on all project activities in support of CRS’s 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. This is a remote, home-based position located in either Dong Nai or Binh Phuoc province.

### Roles and Key Responsibilities

- Support the coordination and implementation of all assigned project activities 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. Assist partners in their efforts to reflect on project experiences.

- Support accountability through coordinating project evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule.
- 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.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.

### **Basic Qualifications**

- Bachelor's degree in Community Development, Social Sciences, Public Health or related fields.
- Minimum of 2 years of work experience in project support. Experience in the field of disability or health programming and for an INGO would be a plus.
- Additional experience may substitute for some education.

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

***Travel*** - Must be willing and able to travel up to 35%.

### **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 working with government partners and coordination with multiple project stakeholders.
- 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:** Chief of Party Inclusion IIIb, Project staff, Finance and Operations teams.

**External:** Subrecipients, Provincial authorities, Donor and community 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.**

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

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: **December 8, 2024**