



## CRS JOB DESCRIPTION

<b>Job Title:</b> Project Officer	<b>Reports to:</b> Deputy Chief of Party
<b>Department:</b> Inclusion IIIb	<b>Salary Grade:</b> 7

### 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 13 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.

### Project Summary

CRS is implementing a project 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 two provinces: Binh Phuoc and Dong Nai. This is a US Government funded proposal, where CRS as prime, works with four implementing partners and multiple national level partners.

### Job Summary

As a member of the project team, you will monitor and report on all project activities in support of Catholic Relief Services’ (CRS) 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 in either Dong Nai or Binh Phuoc province.

### Roles and Key Responsibilities

- Support the coordination, implementation and reporting of all project activities, as per the project workplans and approvals in line with CRS program quality principles and standards, donor requirements, and good practices.
- Monitor and report any challenges and/or gaps identified in collaboration with partners and work adjust project plans, schedules, including working with partners to improve their implementation efforts to reflect on project experiences to support improvements across the project and with CRS’ project management.
- Support accountability through coordinating monitoring and verification activities and assisting partners in their efforts to collect and analyze project data and monitoring progress against set targets along with any issues that may stop the project reaching those targets. Collaborate with local partner(s) to prepare workplans and reports as per the established schedule.

- Build relationships and collaborate with local authorities and associations which can be supported by the project or support partners in implementing the project and providing information to identify any barriers to project implementation.
- Complete project documentation for both to support partners' work and internal documentation for the team. Assist with identifying information for case studies and reports on good practice and support the identification and development of cases and partners for engagement with the donor during donor visits or monitoring.

### **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 50%.

### **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 detail, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented
- Ability to use technology and software to complete the requirements of the role. This may include project management software, AI, data management tools in addition to standard computer software.

### **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, PowerBI).

### **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, 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: **27 April 2025**