



JOB VACANCY

Catholic Relief Services (CRS) is looking for a qualified Vietnamese candidate to join our Country Program.

Job Title: Disaster Risk Reduction Intern (DRR Intern)
Department/Location: DRR program
Location: Hanoi and travel to project site (if any)
Duration: 5 months from 12 May 2025 – 30 September 2025
Reports To: DRR Program Manager II

About CRS:

Catholic Relief Services (CRS) 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 are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

Background:

Over the past few years, Catholic Relief Services (CRS), Vietnam program has engaged extensively with government counterpart agencies to implement the community driven CBDRM actions to increase the resilience of vulnerable communities across Central Vietnam and Mekong Delta to the adverse impact from disasters and climate change.

Specific Job Responsibility:

- Support project team in maintaining and updating the project database including beneficiary tracking record;
- Support project team in organizing trainings, workshops, and events under the supervision of CRS staff;
- Participate in surveys/assessment/evaluation and interviews if required;
- Translate documents from Vietnamese to English and vice versa;
- Provide interpretation for non-Vietnamese CRS staff and international consultant at informal meetings and events;
- Edit and organize English and Vietnamese documents under the supervision of CRS staff;
- Support project team in finance advance and liquidation requests;
- Other: other tasks as necessary, program activities/projects as requested by supervisor.

Qualifications and Personal Skills:

- ✓ University degree in foreign language, social sciences, or related discipline
- ✓ Knowledge in the field of programs, issues and policies related to DRR/CC and Emergency Response in Vietnam is preferred.
- ✓ Good organizational and computer skills (Word, Excel, Power-point, E-mail and Internet - required).
- ✓ Fluent in written and spoken English and Vietnamese required.
- ✓ Able to travel to program/project areas when required.

Disclaimer Clause: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. The purpose of this document is to list minimum and possible supplemental functions and requisite minimum standards.

****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.*

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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;

Applications in English should include:

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

Deadline for submission: **May 2, 2025.**