



CRS JOB DESCRIPTION

Job Title: Senior Project Officer	Reports to: Deputy Chief of Party – Inclusion IIIb
Department: Inclusion IIIb	Salary Grade: 8
Country Program: Vietnam	Location: Hanoi, Vietnam

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 project, CRS, as a prime, partners with implementing partners at provincial and national level to achieve the objectives of the project.

Job Summary

As a member of the Inclusion IIIb 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 position works closely with ministries, national associations and representative bodies who focus on persons with disabilities. It also works closely with implementing partners across the Inclusion project to support knowledge sharing and learning.

Roles and Key Responsibilities:

- Organize and lead the 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.

- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project learning and knowledge sharing activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Coordinate and oversee working relationships with key project stakeholders, focusing on ministry and national stakeholders and serve as the liaison between them and the project team to mobilize local actors and promote project activities and impact.
- Supervise and perform ad-hoc inspections of various processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and procedures. Ensure proper tracking of resource use for project activities through periodic budget reviews and follow-up with and assistance to implementing partner.
- Support and coordinate capacity building and technical support activities to ensure assigned project activities are implemented per project guidelines and standards.
- Coordinate provision of any logistical and administrative support to staff and partners and the engagement of consultants and technical advisors as required.
- Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices

Basic Qualifications

- Bachelor's Degree required. Community Development, Social Sciences, Public Health or related fields, Disability specific qualifications would be a plus.
- Minimum of 4 years of work experience in project support, ideally 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 30%.

Knowledge, Skills and Abilities

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with partners, specifically government representatives and national associations.
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Flexibility to adapt working approaches, levels of support and communication styles to meet the needs of the key stakeholder

Preferred Qualifications

- Experience working with government partners, participatory action planning and community engagement
- Experience in coordinating multiple project stakeholders and activities

- Staff and consultant supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), AI an advantage

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.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities: Supervisory responsibility of consultants is a core part of the role. No direct reports

Key Working Relationships:

Internal: Chief of Party Inclusion IIIb, Project staff, MEAL, Finance and Operations teams.

External: Ministry representatives, national stakeholders and associations, subrecipients, consultants, 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. 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;

Applications in English should include:

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

Deadline for submission: **December 15, 2024**