



## JOB DESCRIPTION

<b>Job Title:</b> Project Officer	<b>Reports to:</b> Disability Program Manager
<b>Department:</b> Disability	<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.

CRS is collaborating as a sub-organization to implement the Inclusion IIb project in Binh Dinh and KonTum provinces. The Inclusion IIb is funded by USAID, managed by Humanity Inclusion organization (HI) as the prime.

### Job Summary

As a member of the inclusion IIb project team in Binh Dinh, you will take primary responsibilities for the project activity implementation in Binh Dinh which includes coordination of planning, activity organization, monitoring and reporting all project activities, supporting 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 persons with disabilities and communities.

### Roles and Key Responsibilities

- Organize and lead the coordination and the implementation of all assigned Inclusion 2b project activities in Binh Dinh 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 activity and budget plans and implementation schedules for project activities in Binh Dinh. Assist partners in their efforts to reflect on project experiences.
- Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences in home-based care, formal care and social support to people with disabilities. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Coordinate and oversee working relationships with all local project stakeholders (provincial department of health (DOH), local government offices, commune people committees, commune health clinics, hospitals, consultants) and serve as the liaison between them and the

project team to mobilize local actors and promote project activities and impact. And coordinate provision of any logistical and administrative support to staff and partners, especially for donor, NACCET and HI related monitoring visits which include both preparation of technical program issues and administrative issues.

- 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.
- Ensure project documentation for assigned activities is complete with all required documents and is filed via the agency and donor requirements. Coordinate Binh Dinh team members to prepare progress reports for project implementation in Binh Dinh and assist with preparation of trends analysis reports and documentation of case studies and promising practices.

### **Basic Qualifications**

- Bachelor's Degree required. Degree in Medical Degree, Public Health (preferable in Nursing or Rehabilitation profession.), or Disability studies or social work would be a plus.
- Minimum 4 years of work experience in project management, project implementation, preferably in the field of disability inclusion, US government funded project and for a similar international non-governmental organization.
- Additional experience in managing projects to support the inclusion of children and persons with disabilities in the areas of education, home-based care, rehabilitation, social and psychological support, participation, nursing care for persons with disabilities may substitute for some education.

### **Preferred Qualifications**

- Experience working with provincial key department partners such as Department of health, Social Protection sector, local government administration; experience in participatory action planning, monitoring, reflection and community engagement.
- Staff supervision experience.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), using data analysis tools and platform would be a plus.

### **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
- Analysis and problem-solving skills with ability to make sound judgment including being creative in finding solutions.
- Good relationship management skills and the ability to work closely with local partners.
- Accountability to people we serve and to the donor and agency compliances.

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

***Travel*** - This position is preferred to be based in Binh Dinh with minimum 40% travel time to project sites in Binh Dinh and as assigned by the Program Manager.

## **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:** One project assistant, one project collaborator.

### **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:** *Binh Dinh provincial partners, relevant staff from HI organizations, other sub organizations working in the same Binh Dinh 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.**

**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: 28 May 2025