

JOB DESCRIPTION

Job Title: Senior Project Officer	Reports to: Deputy Chief of Party
Department: Inclusion IIIb	Salary Grade: 8

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 implement, monitor and report on 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 project to support knowledge sharing and learning.

Roles and Key Responsibilities:

- Organize and lead the implementation of assigned project activities as outlined in the workplan, partner MoUs and project description in line with CRS program quality principles and standards, donor requirements, and good practices.
- Support accountability through coordinating project learning and knowledge sharing activities and identifying ways to innovatively support project partners to meet their needs, whilst creating a supportive environment for the project to operate in. Continuous improvement, building and documenting learning throughout the project cycle is important to the success of this project.

- Analyze implementation challenges and report any inconsistencies and/or gaps, while adjusting plans and implementation schedules to ensure that targets and goals are still achieved.
- Coordinate and lead working relationships with key project stakeholders, focusing on ministry and national stakeholders. Work collaboratively with the team and other CRS colleagues to ensure this work is able to motivate local actors and promote project activities and impact.
- Perform ad-hoc monitoring to ensure project activities are implemented on time and comply with established process standards and procedures while providing value for money with the available resources. Ensure proper tracking of resources through periodic budget development and reviews.
- Lead and coordinate capacity building and technical support activities for the project, ensuring they are meeting the identified objectives of the project while being compliant with donor and CRS requirements and processes.
- Manage consultants and technical advisors engaged to completed selected activities, including the procurement of these services and ensuring quality outcomes. Coordinate logistics and administrative support for these activities as required, while ensuring the whole project team is kept informed of this work and progress being made.
- Complete and keep updated project documentation to support implementation of the project and meet CRS and donor requirements. Prepare trends analysis reports and documentation of case studies, best practices and contribute to project reporting internally, with government and with the donor.

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 highly regarded.
- Additional experience may substitute for some education.

Required Languages – Good spoken and written English

Travel - Must be willing and able to travel up to 20%.

Knowledge, Skills and Abilities

- Good relationship management skills and the ability to work closely with partners, specifically government representatives and national associations.
- Proactive, results-oriented and service-oriented
- Ability to work independently with minimal guidance, while knowing when to seek input and support
- Analysis and problem-solving skills with ability to make sound judgment
- Strong understanding of US Government regulations and requirements in development practice
- Attention to detail, 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
- 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 working with government and multilateral partners, participatory action planning and community engagement
- Experience in coordinating multiple project stakeholders and activities
- Staff and consultant supervision experience highly regarded.
- Experience developing and monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint, PowerBI), 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, Project staff, MEAL, Finance and Operations teams.

External: Ministry representatives, national stakeholders and associations, project 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.

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;

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: **1 August 2025**