



CRS JOB DESCRIPTION

Job Title: Project Officer	Reports to: Disaster Risk Reduction Program Manager II
Location: Cao Bang	Duration: 2 months

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 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 9 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 multi-sectoral Emergency Response in Cao Bang province between November to December 2025 to support vulnerable communities affected by Typhoon Bualoi and Matmo.

Roles and Key Responsibilities

- Support the coordination and implementation of all assigned project activities in Emergency Response as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Provide direct supports to partners in timely, effective project planning and implementation, procurement process, and financial processes to ensure effective tracking and reporting on budget expenses, especially checking vouchers, documents needed for advance and liquidation following CRS procedures.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- Support accountability through coordinating project evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.

Basic Qualifications

- Bachelor's degree in fields relating to Community Development and/or Social Sciences.
- Minimum of 4 years of work experience in project support. Experience in the field of Disaster Risk Management, Emergency Response and for an NGO would be a plus.

- Additional experience may substitute for some education.

Required Languages - Fluency in Vietnamese and strong English (speaking, reading and writing)

Travel - Must be willing and able to travel to project areas 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 details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

Preferred Qualifications

- 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).

Supervisory Responsibilities: None

Key Working Relationships:

Internal: Country Representative, Country Manager, Program team, Operations and Finance teams.

External: Project partners; International and local NGOs; Disaster Management Working Group, Cash working group, Shelter working group members, Climate Change Working Group.

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.

****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.

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:

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

Deadline for submission: **Oct 26, 2025**