



CRS JOB DESCRIPTION

Job Title: Senior Project Officer	Reports to: DRR Program Manager
Department: Program Quality	Salary Grade: 8
Country Program: Vietnam	Location: Hanoi, Vietnam

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, Civil Society and Communities, CRS implements programs in 9 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation, Disability Inclusion, and Mine Risk Education.

Job Summary

As a Senior Project Officer for the Disaster Risk Reduction and Climate Change Adaptation Program team, you will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to staff and implementing partners, advancing CRS' work serving the poor and vulnerable. Your coordination and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

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, specifically:
 - Climate Resilient Cities (CRC) and Home and Community (H&C) projects: Inclusive community-based disaster risk management in rural and urban areas, including disaster resilient shelter.
 - Emergency responses: Providing immediate support to affected communities following a disaster.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation 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 all local project 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.
- 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
- Other tasks as necessary, program activities/projects as requested by supervisor.

Basic Qualifications

- Bachelor's Degree required. Degree in International Relations or in the field of Disaster Risk Reduction and Climate Change Adaptation would be a plus.
- Minimum of 4 years of work experience in project support, ideally in the field of Disaster Risk Reduction and Climate Change Adaptation and for NGOs.
- Additional experience may substitute for some education.

Preferred Qualifications

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

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 local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Required Languages – Fluency in Vietnamese and strong English (speaking, reading and writing) required.

Travel - Must be willing and able to travel up to 30%.

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.

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 principles.

Supervisory Responsibilities: N/A

Key Working Relationships:

Internal: Country Manager, Sub-regional Head of Program, Headquarter/Regional Technical Advisors, MEAL Manager, Program Managers, Project Officer, Project Intern, Administrative and Finance staff.

External: Local partner staff, local technicians, construction workers/masons, community members, consultants

****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:

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

Deadline for submission: **29 October 2025**