



CRS JOB DESCRIPTION

Job Title: Project Assistant	Reports to: Senior Project Officer
Department: Inclusion IIIb	Contract period: 6 months

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 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 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. This is a US Government funded project, where CRS as prime, works with four implementing partners and multiple national level partners.

Job Summary

You will provide service in the day-to-day delivery of responsive, effective and efficient project administrative activities in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. You will provide consistent and high-quality service and contribute to the proper stewardship of project resources to help ensure operational effectiveness in support of high-quality programming. The role will have a strong focus logistics and project documentation.

Roles and Key Responsibilities

- Facilitate communication with all members of the project team, relevant staff in other departments/teams and external stakeholders as relevant.
- Provide specialized project administrative transactions and processes (e.g. translate, type, proofread, and/or format documents; record and transcribe meeting minutes).
- Prepare transactional documents in support of project operations processes and support and facilitate coordination of transaction processing (e.g. payment requests, travel authorizations, travel advances, payment documentation and liquidations).
- Compile data, perform data entry and data verification in relation to project administration processes (e.g. various contact lists, attendance reports, Vehicle Log Sheets review, visitors' welcome packages, etc.).

- Support travel and logistics arrangements for team members and external event participants. Schedule and coordinate travel and meetings. Provide logistical and communication support to event planning activities including approval requests, invitations and logistics notes.
- Support, as required, office management activities for the team including post, purchase of supplies, resources and professional printing of documents and materials.

Basic Qualifications

- Professional Diploma/ Bachelors degree in Administration, Development or relevant area.
 - With 1-3 years' experience working in an office environment in a clerical or administrative role.

Preferred Qualifications

- Experience with a local or international NGO a plus.
- Experience working with or engaging with persons with disabilities.

Knowledge, Skills and Abilities

- Experience with typing/word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems. Proficient in Word.
- Knowledge of basic logistics, financial and administrative practices
- Good time management skills with ability to work on multiple tasks
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results-oriented

Required Languages: Good spoken and written English, fluent Vietnamese

Travel: Must be willing and able to travel up to 40%.

Supervisory Responsibilities: None

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.

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: October 31, 2025