



MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) INTERN'S JOB DESCRIPTION

Job Title: MEAL Intern
Department/Location: MEAL
Location: Hanoi
Duration: 6 months, from January 2026 to June 2026.
Reports To: MEAL Manager of Inclusion III-b

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 09 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

Job Summary:

The MEAL Intern will support the testing and quality assurance of our being upgraded web-based data management system – the duanhoanhap.vn. The intern will work with various data upload functionalities, review and validate uploaded data, and ensure that all reports, tables, and charts are correctly generated based on multiple filtering and aggregation criteria. The intern will test to ensure all other functions works correctly, including the admin functions of all user levels (under NACCET, Prime, Subs).

Additionally, the MEAL intern will support ongoing Inclusion III-b's MEAL activities through validation, cleaning, standardization, and consolidation datasets submitted by sub-partners into structured databases, ensuring compliance with predefined templates and requirements. The position also assists in data processing, analysis, etc as required.

Roles and Key Responsibilities

- 1) Execute functional testing of duanhoanhap.vn system (a web-database application), including:
 - Develop and maintain test cases, test scenarios, and test checklists,
 - Prepare test data (both clean and correct data, and dirty data before uploading) to ensure data quality standards and data errors identification,
 - Upload data into duanhoanhap.vn system and validate the process,
 - Verify the accuracy and completeness of data shown in the system after uploading,

- Test viewing, filtering, manual updating functions,
- Test reporting features such as summary tables, charts, groupings, and filters,
- Perform user interface (UI) and usability/functionality testing across supported browsers (Google Chrome, Microsoft Edge),
- Record test results, track defects, and collaborate with MEAL Manager and the system development team (Gymasis) for issue/ bug/ error resolution,
- Participate in discussions with the software development consultant,
- Support regression testing after updates and bug fixes to ensure system stability, and
- Participate in users training sessions and user support.

2) Support Inclusion 3B MEAL Activities:

The intern will provide support for Inclusion III_B MEAL activities, including but not limited to data validation, data processing, and datasets consolidation, under the guidance of the MEAL Manager. Specific responsibilities include:

- Check data logic to identify potential data errors,
- Validate Excel-based data against original source documents submitted by Sub-partners;
- Clean and standardize data to come up with data in consistent data types and codes (as pre-defined in codebook),
- Process data and cross-check calculation results, and
- Consolidate and integrate datasets into a structured database.
- Provide other supports on data processing and analysis, as required.

Qualifications and Personal Skills

Qualifications

- Graduate in Information Technology, Computer Science, Information Systems, Software Development, or related fields
- Basic understanding of databases and data validation (web-database application knowledge/ experience is a plus),
- Good Excel skills and familiarity with tabular data formats and structure,
- Knowledge of software development, software testing concepts, manual testing methods, and test documentation, and
- Ability to understand functional requirements and translate them into test scenarios.

Personal Skills

- Strong analytical and logical thinking
- High attention to detail and accuracy when working with data
- Eager to learn and proactive in solving problems
- Good communication and teamwork abilities
- Strong responsibility and ability to work independently under guidance

Key Working Relationships:

Internal: MEAL Manager, MEAL Officer, Inclusion III-b Program and Technical staff.

External : Software development consultant (Gymasis Team); Sub-partners's MELO.

****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 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) Cover letter;
- ii) CVs demonstrating relevant capacity and experience.

Deadline for submission: **December 31, 2025**