



CRS JOB DESCRIPTION

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| Job Title: MEAL Officer | Reports to: Deputy Head of Programming |
| Department: MEAL | Duration: 6.3 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.

Job Summary

As a member of the MEAL team, MEAL officer will monitor and report on project monitoring, evaluation, accountability and learning (MEAL) activities in support of CRS work serving the poor and vulnerable. His/her 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.

Roles and Key Responsibilities

The primary role of the MEAL Officer is to work directly with project staff and partners to ensure implementation of high-quality MEAL at the field. S/he will be required to support the development of effective MEAL systems and data collection tools; collect data using qualitative and quantitative methods, conduct data entry and analysis, and accompany project staff in doing the same. The MEAL Officer will be dedicated to support Inclusion 2B and ISHINE project.

- Support the coordination and implementation of all assigned project MEAL activities as outlined in the Detailed Implementation Plan in line with CRS program quality principles, standards and MEAL policies, procedures, and practices; donor MEAL requirements; and industry good practices.
- Support the development of effective data collection tools for routine monitoring, project databases and reporting formats for existing and new project and the use of information and communication technologies (ICT) for project MEAL.
- Support field-level project MEAL activities and assist project team and partners in their efforts to collect and ensure timely analysis of project data per specified mechanisms and tools. Collaborate with project team to prepare MEAL-related aspects of reports per established reporting schedule.
- Complete project documentation for assigned MEAL activities. Assist with identifying information for case studies and reports on promising practices.
- Support program learning and decision making by posing thoughtful questions, engaging with project data, reflecting upon and sharing with project management the information gathered from community members and partners.
- Ensure appropriate, high quality orientation and training of field staff and partners on project MEAL system and tools, as required.

- Monitor and report any MEAL-related challenges and gaps identified to inform adjustments to plans and implementation schedules.
- Ensure regular informal feedback from beneficiaries and project stakeholders is collected, analyzed, used and recorded

Basic Qualifications

- Bachelor's degree (minimum) in social sciences or other relevant areas
- Minimum of 3 years of work experience in MEAL and NGOs and USAID funded projects
- Additional experience may substitute for some education.

Preferred Qualifications

- Experience or related work in monitoring and evaluation, especially in Health/Disability sector
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint);
- Proficiency with statistical packages such as CommCare, Power BI, SPSS, etc a plus.

Knowledge, Skills and Abilities

- Demonstrated skills and knowledge in quantitative and qualitative data analysis and interpretation.
- Observation, active listening skills and 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

Required Languages

- Fluency in English; excellent written and verbal communication skills in English and Vietnamese

Travel

- Must be willing and able to travel up to 40%.

Supervisory Responsibilities: No

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: MEAL and PQ Lead, Program Managers, Program Teams' members;

External: Local partners in project sites and other related stakeholders

****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**](mailto: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: **January 28, 2026**