



## CRS JOB DESCRIPTION

<b>Job Title:</b> Project Officer	<b>Reports to:</b> DRR Program Manager II
<b>Location:</b> Hanoi, Vietnam	<b>Contract duration:</b> 12 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 Disaster Risk Reduction and Climate Change Adaptation Program team, you will monitor and report on Securing and Protecting Investments & Capacities for Environmental Sustainability (SPICES) project activities to support of CRS's work serving the poor and vulnerable. The SPICES project supports farmers to grow high-value crops like pepper, coffee and cashew through sustainable agroforestry that restores degraded land and strengthens climate resilience. By partnering with the private sector, the project builds inclusive value chains that boost incomes, protect natural resources, and promote long-term investment in sustainable land use. Your 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

- Support the coordination and 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.
- Monitor and report on 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.
- Collect information on staff capacity needs and technical assistance needs of partner organizations and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Other tasks as necessary, program activities/projects as requested by supervisor.

## **Basic Qualifications**

- Bachelor's degree on Agricultural Economics, Economics, Rural Development or other related fields
- Minimum of 3 years of work experience in project support. Fresh graduates may be considered for the role.
- Experience in participatory action planning and community engagement.

## **Preferred Qualifications**

- Experience monitoring projects and collecting relevant data preferred.
- Experience in the field of Climate Change Adaptation Program, especially in value chain initiatives and for an NGO would be a plus.

## **Knowledge, Skills and Abilities**

- Proficient in using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- 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

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

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

**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.

CRS is committed to safeguarding program participants, community members, staff and volunteers from all forms of exploitation and abuse. The successful candidate is expected to sign and adhere to CRS' Code of Conduct.

CRS talent acquisition procedures reflect our commitment to safeguarding the rights and dignity of all people - especially children and vulnerable adults - to live free from abuse and harm.

*Disclaimer: This<sup>i</sup> job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

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:

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

Deadline for submission: **March 18, 2026**

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