



JOB DESCRIPTION

Business Title: Senior Grant Officer	Reports to: Deputy Chief of Party (DCOP)
Department: Disability	Location: Vietnam/ Ha Noi

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 proposal, where CRS as prime, works with four implementing partners and multiple national level partners.

Job Summary

The Sr. Grant Officer is responsible for coordinating grant management for implementing partners and their work within the project. This work will include assessing risk, advising sub-recipients on compliance and ensuring adherence to CRS policies, local laws, and USG regulations to help ensure effective delivery of high-quality programming. This knowledge and skills will help reduce risk to CRS and our partners and will enhance the effectiveness of our programming to the people we serve through the application of the principles of stewardship, integrity, transparency, and accountability. It also works closely with other project stakeholders to support knowledge sharing, learning and capacity building activities.

Roles and Key Responsibilities

- Collaborate with the Chief of Party, Deputy Chief of Party, and senior leadership on strengthening internal control systems and processes.
- Coordinate closely with program staff to ensure sub-recipient awards accurately reflect technical requirements for programming.
- Ensure that grant recipients comply with the terms and conditions of the grant agreements.
- Set standards and use of proper tools to oversee the implementation, modification, and close-out processes, ensuring compliance with USG and CRS policies and procedures.

- Conduct assessments of sub-recipients' institutional, project management and financial capacities in collaboration with finance and operation staff. Help sub-recipients develop and implement internal control improvement plans, when warranted.
- Clarify and enforce CRS' sub-recipient forecasting, funding, and reporting requirements.
- Perform ongoing monitoring of sub-recipients' grant management and performance.
- Ensure auditable records, including copies of applications, agreements, and pertinent correspondence, and ensure that contractual information is timely and fully archived.
- Anticipate and identify risk issues and challenges and solutions to address them, including differences between donor and internal CRS policies and procedures. Manage the risk register for the project.
- Lead planning for any support to meet the partner-identified needs for capacity building in the areas of finance, management and compliance, including designing & leading trainings and conducting regular support visits/ensuring CRS staff are conducting regular support visits.
- Support external audits and the coordination of action plans to close out audit findings.
- Support accountability through coordinating project learning and knowledge sharing activities and identifying ways to innovatively support project partners to meet their needs, whilst creating a supportive environment for the project to operate in. Continuous improvement, building and documenting learning throughout the project cycle is important to the success of this project.
- Analyze implementation challenges and report any inconsistencies and/or gaps, while adjusting plans and implementation schedules to ensure that targets and goals are still achieved.

Basic Qualifications

- Bachelor's degree in a respective field such as Business Administration Financial Management, Community Development, Social Sciences, Public Health; or in a related administrative or development field.
- Minimum of 4 years of experience in Grants Management or related field and demonstrated experience being responsible for ensuring that there are systems and internal controls in place to effectively manage, monitor and report on sub-awards, including being responsive to all USG regulations and requirements.

Preferred Qualifications

- Familiarity with compliance requirements including financial, safeguarding, trafficking in persons, etc.
- Proficient in MS Office package (Excel, Word, PowerPoint) and information management systems.
- Knowledge of relevant donor regulations, particularly USG.

Knowledge, Skills, and Abilities

- Demonstrated strengths in relationship management; able to work with diverse groups of people in multicultural, team-oriented environment
- Strong partnership approach to working with a wide variety of partners from different operating backgrounds and specializations.
- Good organizational and time management skills with ability to prioritize work and meet deadlines.
- Skilled in influencing and obtaining cooperation of individuals not under supervisory control; able to manage long-distance relationships to achieve results
- Utilizes skills in conflict management, collaboration and behavior change with the flexibility to adapt working approaches, levels of support and communication styles to meet the needs of the key stakeholders
- Understanding or awareness of the disability or health sectors in Vietnam
- Proactive, results-oriented and service-oriented with Attention to detail, accuracy and timeliness in executing assigned responsibilities
- Analysis and problem-solving skills with ability to make sound judgment

- Strong understanding of US Government regulations and requirements in development practice

Required Languages – Fluent Vietnamese, strong written and spoken English

Travel - Approximately 30% travel required.

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.

Supervisory Responsibilities: 1 direct report – field-based project officer. The position may also supervise a project intern or consultants dependent upon the needs of project activities.

Key Working Relationships

Internal: Disability Program members, operation and finance team members

External: Sub organizations, provincial and district partners

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: Thisⁱ 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:

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

Deadline for submission: April 12, 2026
