



JOB DESCRIPTION

Business Title: Disability Program Intern	Reports to: Disability Program Manager or another staff assigned by PM
Department: Iib Project	Location: Ha Noi/Vietnam, travel to project site in Quang Ngai and Gia Lai (if any)

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:

Catholic Relief Services (CRS) is an international non-government organization, operating in Vietnam since 1994. In partnership with the government and communities, CRS implements programs in 09 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Action and Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

With funding from the U.S. government, CRS is implementing the project "Supporting the improvement of the quality of life of people with disabilities in provinces heavily sprayed with agent orange" in Gia Lai and Quang Ngai (Inclusion Project 2b) in collaboration with Humanity & Inclusion (HI) - the prime organization and CRS acts as a sub organization. The National Action Center for Toxic Chemicals and Environmental Treatment (NACCET) under the Ministry of National Defense serves as the project owner.

Job Summary

CRS is looking for a project intern to support disability program team with focus on the Inclusion Iib project. As a member of the disability team, the intern will provide program support to project team and partners. S/He has opportunities to learn about project implementation skills including planning, data collection, data analysis, field trip monitoring and logistic/admin support to the project activity implementation. **People with disabilities are strongly encouraged to apply**

Specific Job Responsibility:

- Support project team in maintaining and updating the project filing system, database including beneficiary tracking record, especially in tracking the documentation of home-based care plan, care report and case studies, updating team monthly calendar plan (including travel and activity plan).

- Provide admin and logistic support to project team in organizing trainings, workshops, events, project meetings (including taking minutes, travel trip logistic support in project sites) under the supervision of CRS project officers.
- Support in exploring relevant technical documents on website or from relevant networks under the supervision and guidance of the program staff.
- Translate documents from Vietnamese to English and vice versa.
- Provide interpretation for non-Vietnamese CRS staff and international consultant at informal meetings and events.
- Edit and organize English and Vietnamese documents under the supervision of CRS program staff.
- Support project team in finance advance and liquidation requests
- With support from the supervisor, develop a work plan and learning plan during the internship.
- Other: other tasks as necessary, program activities/projects as requested by supervisor.

Qualifications and Personal Skills:

- ✓ People with disabilities are encouraged to apply and any reasonable adjustments required will be provided to ensure your ability to engage in this process.
- ✓ A university degree in foreign language, social sciences, or related discipline, degree in public health or medicine or psychology is an advantage
- ✓ Knowledge in the field of social sectors, development programs is preferred.
- ✓ Good organizational and computer skills (Word, Excel, Power-point, E-mail and Internet - required).
- ✓ Fluent in written and spoken English and Vietnamese required.
- ✓ Able to travel to program/project areas when 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.

****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**

Applications in English should include:

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

Deadline for submission: May 3rd, 2026