



## JOB VACANCY

<b>Business Title:</b> Disability Program Intern	<b>Reports to:</b> Chief of Party
<b>Department:</b> Inclusion III-b	<b>Location:</b> Ha Noi/Vietnam and travel to project site (if any)

### 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 are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

### 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.

In 2023 Catholic Relief Services (CRS), Vietnam program was awarded funding under the Inclusion IIIb project. This project works with local partners, disability associations and government counterparts to implement a range of activities to improve the quality of lives of persons with disabilities. The project operates in three southern provinces as well as collaborating with other implementing partners on a broader project and at central level to on advocacy and policy support.

### Specific Job Responsibility:

- Support project team in organizing trainings, workshops, and events under the supervision of CRS staff – this will provide experience in event management and logistics;
- Participate in project monitoring, surveys, assessments and interviews as required – providing exposure to project management activities;
- Translate documents from Vietnamese to English and vice versa;
- Provide interpretation for non-Vietnamese CRS staff and international consultants at informal meetings and events;
- Edit and organize English and Vietnamese documents under the supervision of CRS staff – providing experience in meeting donor and government requirements, understanding and implementing decrees and document development;
- Support project team in finance advance and liquidation requests – providing exposure to internal financial management and control systems;
- 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.
- University degree in community or international development, foreign language, social sciences, or related discipline
- Knowledge in the field of programs, issues and policies related to Disability Inclusion
- Good organizational and computer skills (Word, Excel, Power-point, E-mail and Internet - required).
- Fluent or high proficiency 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](mailto:recruitment.vietnam@crs.org)**

Applications in English should include:

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

Deadline for submission: **May 15<sup>th</sup>, 2026**