



CRS JOB DESCRIPTION

Job Title: Project Officer	Reports to: Disability Program Manager
Department: Disability	Salary Grade: 7
Contract duration: 3 months & possible extension for additional 3 months	

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 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.

CRS is collaborating as a sub-organization to implement the Inclusion IIb project in Gia Lai and Quang Ngai provinces. The Inclusion IIb project is funded by US Government, managed by Humanity Inclusion organization (HI) as the prime.

Job Summary

As a member of the inclusion IIb project team, you will facilitate the implementation of project activities relating to building capacity of local stakeholders in psychological and psychiatric care support in both Gia Lai and Quang Ngai provinces; monitor and report on all assigned project activities in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. 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 through collection and responses of feedback.
- 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) including centers for social work and centers for nursing care of people with

mental disabilities, hospitals and relevant health centers 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.
- Ensure project documentation for assigned activities is complete with all required documents and is filed via the agency and donor requirements. Collaborate with Gia Lai and Quang Ngai project team members to prepare progress reports for relevant project activity implementation, field trip monitoring reports, feedback analysis and assist with preparation of trends analysis reports and documentation of case studies and promising practices.
- Process advance, payment, liquidation requests per assigned by the supervisor.

Basic Qualifications

- Bachelor's degree is relevant to the area. Degree in psychology, public health or medical degree is preferable.
- Minimum of 4 years of work experience in a similar position.

Preferred Qualifications

- Experience in managing projects to support the inclusion of children and people with disabilities in the areas of education, home-based care, center-based care, rehabilitation, social and psychological support, participation, nursing care for persons with disabilities may substitute for some education.
- Experience in project implementation, preferably in the field of disability inclusion, US government funded project and for a similar international non-government organization 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: Good spoken and written English

Travel: This position is based in Hanoi or at provinces with minimum 40% travel time to project sites in Gia Lai and Quang Ngai provinces and assigned by the Program Manager.

Supervisory Responsibilities: None

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.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Key Working Relationships:

Internal: Country Manager, CRS project team members, MEAL team, Deputy Head and Head of programs, operation staff, finance staff, and other country program team members

External: Project partners, relevant staff of HI, other sub organizations working in the same project, other organizations in the disability working group

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

Deadline for submission: **21 June 2026**

