



CRS JOB DESCRIPTION

Job Title: Project Assistant	Reports to: Disaster Risk Reduction Program Manager II
Department: DRR	Salary Grade: 4
Contract duration: 6 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.

Job Summary

You will provide service in the day-to-day delivery of responsive, effective and efficient project administrative activities in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. You will provide consistent and high-quality service and contribute to the proper stewardship of project resources to help ensure operational effectiveness in support of high-quality programming.

Roles and Key Responsibilities

- Facilitate communication with all members of the project team, relevant staff in other departments/teams and external stakeholders as relevant. Send/receive and distribute all incoming and outgoing mail/faxes/letters/documents.
- Provide specialized project administrative transactions and processes (e.g. translate, type, proofread, and/or format documents; record and transcribe meeting minutes; draft simple correspondence messages).
- Prepare transactional documents in support of project operations processes and support and facilitate coordination of transaction processing (e.g. payment requests, travel authorizations, travel advances, visas, etc.).
- Compile data, perform data entry and data verification in relation to project administration processes (e.g. various contact lists, employee leave balances, staff attendance reports, Vehicle Log Sheets review, visitors' welcome packages, etc.).

- Support travel and logistics arrangements for staff and visitors. Schedule and coordinate appointments. Provide logistical and communication support to event planning activities.
- Support implementation of property management processes, such as property receipt and distribution, property labeling, physical counts, etc.

Basic Qualifications

- Bachelor's degree in fields relating to Community Development and/or Social Sciences.
- With 1-3 years' experience working in an office environment in a clerical or administrative role.

Preferred Qualifications

- Professional Diploma/Certificate or courses in Administration a plus.
- Experience in the field of Disaster Risk Management, Emergency Response, Shelter sector, Water, Sanitation, and Hygiene (WASH) with a local or international NGO a plus.

Knowledge, Skills and Abilities

- Experience with typing/word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems. Proficient in Word.
- Good time management skills with ability to work on multiple tasks
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results-oriented

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

Travel: This position is based in Hanoi with about 30% - 40% travel to project sites.

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.

Key Working Relationships:

Internal: Country Manager, CRS project team members, operation staff, finance staff

External: Project partners

About Us

CRS works to save, protect, and transform lives in need in more than 100 countries. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding. CRS' processes and policies reflect our commitment to safeguarding children and vulnerable adults from abuse and exploitation.

CRS welcomes candidates from the countries and regions in which we work. In the event the successful candidate is an expatriate, the anticipated duration of the assignment is informed by a term limit, based on the type and level of the job and the needs of the agency.

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 job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS is an Equal Opportunity Employer,

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: **August 6, 2026**

Applicants are encouraged to submit ASAP as application is evaluated on rolling basis.