



OPERATIONS INTERN JOB DESCRIPTION

Job Title: Operations Intern
Department/Location: Operation
Location: Hanoi
Duration: 6 months
Reports To: Procurement Manager

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 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 09 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

Job Summary:

The Operation Intern will provide support to Operations Department in daily work regarding Administration, HR, Communication and Procurement.

Roles and Key Responsibilities:

- Assist in procurement works, including:
 - Seeking vendors and requesting for quotation
 - Drafting Bid analysis form, Purchase order, contract and consulting agreement
 - Document recording and filing as per CRS policy. Ensure all required information and records are complete, accurate, up-to-date, and properly filed.
 - Following up PO/contract implementation and updating PO tracking sheet
 - Coordinating with program and finance to submit required procurement documents
- Assist in Admin and HR works, including:
 - Coverage in reception area when required
 - Booking logistics orders when required
 - Arranging photocopies and scan upon request
 - Translation of office documents if any
- Assist in Communication works, including:
 - Provide logistical and administrative support for communications-related events, workshops, and campaigns.
- Other tasks as assigned.

Qualifications and Personal Skills:

- ✓ University Students (last year) or newly graduates from universities in economics, social sciences, or related discipline.
- ✓ Good organizational and computer skills (Word, Excel, Power-point, E-mail and Internet - required).
- ✓ Fluent in written and spoken English and Vietnamese required.

Key Working Relationships:

Internal: Operations Manager, Operation staff, Finance and Program staff.

External : Vendors and Suppliers

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 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: **August 6, 2026**

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