



CRS JOB DESCRIPTION

Job Title: Administrative Officer	Reports to: Operations Manager
Department: Operations	Salary Grade: 5
Contract duration: 7 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

The Administrative Officer coordinate the provision of responsive, effective, and efficient administrative services in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. The Administrative Officer help ensure stewardship of resources and a high-quality service approach are integrated into administrative systems, policies, and procedures.

Roles and Key Responsibilities

- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.
- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Engage with relevant external stakeholders (government officials, landlords, service providers, etc.) on assigned administrative matters and help ensure required authorizations and documents are up to date.
- Coordinate the efficient use of CP assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensure a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors.
- Coordinate event planning activities, including delegation visits, trainings and workshops

Basic Qualifications

- Bachelor's Degree in Business Administration or relevant field.
- Minimum of 3 years work experience in administrative support functions, with increasing responsibility.



Preferred Qualifications

- Experience with a local or international NGO is a plus.
- Additional education may substitute for some experience.
- Experience and proficient skills in MS Office packages (Excel, Word, PowerPoint, Visio) and information management systems.

Knowledge, Skills and Abilities

- Good planning, organizational and time management skills
- Strong customer service orientation with very good communication and interpersonal skills
- Ethical conduct and ability to maintain confidentiality
- Proactive, resourceful, solutions-oriented and results-oriented

Required Languages: English

Travel: Must be willing and able to travel up to 10 %.

Supervisory Responsibilities: No

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: Government officials, landlords, service & goods providers, etc.

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

Deadline for submission: **September 6, 2026**