



## CRS JOB DESCRIPTION

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|---------------------------------------|------------------------------------|
| <b>Job Title:</b> Field Assistant     | <b>Reports to:</b> Project Officer |
| <b>Department:</b> Disability Program | <b>Salary Grade:</b> 4             |
| <b>Contract duration:</b> 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 assist Inclusion 2b project field activities implemented in Gia Lai province by working directly with project officers, local partners and community members in support of Catholic Relief Services' (CRS) work to serve people with disabilities. Your service and community interpersonal skills contribute to projects that benefit local communities that consistently apply best practices and continuously works towards improving its impact.

### Roles and Key Responsibilities

- Support programming activities at the field level, including beneficiary identification and verification; advance and liquidation of project activities, logistic arrangement, following up with local consultants for verifying reports, timecards and associated payment; collection of relevant project documents including participants signing sheets, delivery notes, local feedback contributing to ensuring quality implementation.
- Contribute to ensuring accountability to project beneficiaries and local stakeholders
- Support the monitoring of project activities at the field level, per the M&E plan through collection of data.
- Support community mobilization efforts through communication and information sharing with project beneficiaries at the community level.
- Provide support in collecting necessary documents to prepare for the project close-out which relates to the beneficiary data, project activities data at local level.

## **Basic Qualifications**

- Bachelor Diploma required.
- Minimum 3 years' in supporting community development and mobilization, preferable working experience with an (I)NGO or a development project.

## **Preferred Qualifications**

### ***Knowledge, Skills and Abilities***

- Observation and active listening skills
- Good interpersonal skills and the ability to interact effectively with diverse groups
- Careful, detailed-oriented and accountable to achieve results
- Proactive, results-oriented and service-oriented

***Required Languages:*** English

***Travel:*** the position is based in Gia Lai province with at least 30% travelling to project sites at commune level in Gia Lai.

***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, consultants, project participants.

## **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](mailto:recruitment.vietnam@crs.org)

Applications in English should include:

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

Deadline for submission: **August 20, 2026**