



CRS JOB DESCRIPTION

Job Title: Technical Advisor II	Reports to: Chief of Party
Department: Vietnam Country Program	Salary Grade: 10

Note: This position is contingent upon donor approval and funding

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 technical advice, guidance, and support to a wide range of program design and implementation issues with a focus on a large project in the area of disability inclusion, rehabilitation, and policy engagement in line with Catholic Relief Services (CRS) program quality principles and standards, donor guidelines, and industry best practices to the project team and partners to advance the delivery of high-quality programming to the poor and vulnerable. Your technical knowledge, advice and guidance will contribute to determining how effective, adaptive and innovative CRS' disability inclusion, rehabilitation, and policy engagement programming is in Vietnam.

Roles and Key Responsibilities

- Contribute to the development and implementation of project strategies, standards, tools, and best practices in disability inclusion, rehabilitation, and policy engagement that effectively engage partners, donors and governments.
- Provide overarching technical stewardship to consortium partners and technical solutions to the project team, remotely and on-site, for strategic planning and the application of program design and implementation standards, best practices, partnership principles, tools, and M&E, ensuring consistent, high-quality implementation across the project.



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- Contribute to capacity strengthening initiatives in disability inclusion, rehabilitation, and policy engagement programming for staff and partners through helping develop learning and training strategies and agendas/curricula, conducting trainings and workshops, and mentoring and coaching project staff and partners.
- Contribute to knowledge management and learning through collecting and analyzing program data, evaluating strategic projects, assisting with measuring program impact, capturing and sharing lessons learned and best practices, and research and internal reports.
- Establish and maintain relationships with government ministries and departments, donors, peer organizations, professional and academic institutions, service providers, organizations of persons with disabilities, research and other institutions. Participate in forums in disability inclusion, rehabilitation, and policy engagement to collect and share best practices, support policy dialogue, and promote CRS' work.

Basic Qualifications

- Bachelor's Degree in public health, rehabilitation, social policy, social work, disability inclusion, international development, or a field related to disability inclusion and rehabilitation required.
- Minimum of eight years relevant international working experience in an advisory or management role with progressive responsibilities, ideally with an international NGO, with minimum of three years working for programming interventions in disability inclusion, rehabilitation, and policy engagement.

Preferred Qualifications

- Master's Degree in public health, rehabilitation, social policy, social work, disability inclusion, international development, or a field related to disability inclusion and rehabilitation is an advantage.

Knowledge, Skills and Abilities

- Demonstrated application of technical principles and concepts in disability inclusion, rehabilitation, and policy engagement. General knowledge of other related disciplines to ensure a proper cross-sectoral approach.
- Proficient in MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, knowledge-sharing networks.
- Experience in mentoring, coaching, facilitation and training applying adult learning principles and practices.
- Experience with program monitoring and evaluation, including applying data collection tools and methodologies, data analysis, and data presentation.



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- Experience and skills in networking and relations with government, donors, peer organizations, professional and academic institutions, organizations of persons with disabilities, and faith-based and civil society partners. Understanding of partnership principles.
- Excellent relationship management skills with ability to influence and get buy-in from people not under direct supervision and to work with individuals in diverse geographical and cultural settings.
- Strong strategic, analytical, problem-solving and systems thinking skills with capacity to see the big picture and ability to make sound judgment
- Strong written and oral communication skills
- Strong presentation, facilitation, training, mentoring, and coaching skills
- Proactive, resourceful and results-oriented

Required Languages: Fluency in Vietnamese required. Fluency or high level of proficiency in English required.

Travel: Must be willing and able to travel up to 50%.

Supervisory Responsibilities: Yes

Key Working Relationships:

Internal: Country leaders, CoP, DcoP, Head of Programming, Program & Operation staff.

External: National/international partner organizations, donor, peer agencies working on inclusion sector, relevant government bodies.

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:



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- **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.

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:

Applications in English should include:

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



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Deadline for submission: **Nov 12, 2026**

Candidates are encouraged to submit their applications as early as possible, as applications will be reviewed on a rolling basis.