CRS JOB DESCRIPTION

Job Title: Deputy Chief of Party I	**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:
The Deputy Chief of Party I will support the Chief of Party in the technical leadership and day-to-day management of an anticipated five-year U.S. Department of State cooperative agreement to improve the quality of life of persons with disabilities in Ca Mau and Quang Ngai. The incumbent will provide cross-objective technical oversight and lead coordination with national government and technical partners, helping ensure that rehabilitation, social services, participation, policy implementation and institutional capacity strengthening are integrated into a coherent, person-centered program. The incumbent will deputize for the Chief of Party as required and help translate national policy and technical direction into high-quality provincial implementation.

The project will integrate holistic approaches to improve the quality and accessibility of services at all levels of intervention – individual, facility, provincial and national level. Your management and technical knowledge will ensure the delivery of high-quality programming.

Roles and Key Responsibilities:
- Support the Chief of Party in overall program leadership and deputize as required, with particular responsibility for technical coherence and national-level partnerships.
- Support project risk and security management and help ensure staff understand and adhere to applicable CRS safety and security policies and plans.
- Promote evidence use, adaptive management and sustainability, including transition planning and institutionalization of effective models within government and service-provider systems.

- Support subrecipient management, technical review, work planning, budgeting, monitoring and reporting, ensuring partner implementation meets donor requirements and CRS quality standards.
- Work with provincial managers to translate national strategies and standards into context-appropriate implementation in Ca Mau and Quang Ngai and promote learning between provinces.
- Provide oversight of national technical and partner deliverables, identify performance gaps and mobilize technical assistance, learning and capacity strengthening.
- Ensure the project applies person-centered approaches, comprehensive needs assessment and case management so that participants receive coordinated rehabilitation and social-service support.
- Lead engagement and coordination within the assigned technical and national-partnerships portfolio, under the overall leadership of the Chief of Party.
- Effectively manage and supervise talent, manage team dynamics and staff well-being, provide coaching, tailor individual development plans, and complete performance assessments for direct reports.
- Coordinate technical implementation across the four project objectives, ensuring strong linkages between rehabilitation, care and social services, community participation, policy implementation and institutional capacity strengthening.

Basic Qualifications

- Bachelor's degree in international development, International Relations or a relevant technical area.
- Minimum 5 years' relevant management and technical experience. Experience with rehabilitation/disability inclusion programming highly valued.
- Minimum 3 years' experience managing donor funds. Knowledge and experience in budget management.

Preferred Qualifications

- Master's degree in International Development, International Relations or a relevant technical area, such as rehabilitation/disability inclusion.
- Demonstrated experience of successful management, including management of functions of complex, multi-activity projects.
- Staff management experience and abilities that are conducive to a learning environment.
- Experience engaging partners and strengthening partnerships. Knowledge of CRS partnership strategy. Established relationships with Government of Vietnam partners.
- Recognized technical experience and qualifications in rehabilitation or disability inclusion a plus
- Experience in MS Office package (Excel, Word, PowerPoint, Visio), Web Conferencing Applications, and information and budget management systems.

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Knowledge, Skills and Abilities

- Very good strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
- Very good relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Team leadership abilities with diverse/multi-disciplinary teams.
- Proactive, resourceful, solutions-oriented and results-oriented.

Required Languages: Fluency in English and Vietnamese required.

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

Supervisory Responsibilities: Direct supervision of operational and/or programmatic staff.

Key Working Relationships:
Internal: Country leaders, CoP, 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:

- **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.

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

Deadline for submission: **Nov 11, 2026**

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