OPERATIONS INTERN JOB DESCRIPTION

Job Title:	Mine Action Program Intern
Department/Location:	Mine Action Program
Location:	Hanoi
Duration:	6 months
Reports To:	Social Behavior Change Technical Officer

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 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 Mine Action Program Intern provides support to the Mine Action Program team in daily work regarding administrative and logistical tasks, managing documentation and data, providing support in translation and interpretation.

Roles and Key Responsibilities

- Provide support to the project team in organizing trainings, workshops, and events under the supervision of UXO/CRS staff.
- Participate in surveys/assessments/evaluation and interviews if required
- Support the project team in maintaining and updating the project database, including beneficiary tracking records.
- Translate documents from Vietnamese to English and vice versa
- Provide interpretation for non-Vietnamese CRS staff and international consultants at informal meetings and events.
- Support the project team in finance advance and liquidation requests.
- Provide assistance to project team members in regard to internal meetings and discussions (e.g., minute meeting notes, etc.) and when needed.
- Provide assistance in preparing correspondence to Mine Action Program's partners.

- Other tasks as assigned.

Qualifications and Personal Skills:

- University Students (last year) or newly graduates from universities in economics, social sciences, or related disciplines.
- Good organizational and computer skills (Word, Excel, PowerPoint, E-mail and Internet - required).
- Fluent in written and spoken English and Vietnamese is required.
- Good document management, note-taking, and data entry skills with high attention to detail.
- Ability to work effectively both independently and in a team environment.

Preferred Qualifications and Experiences

- Familiarity with design software is an advantage.
- Experience with administrative procedures, especially in event organization (both online and offline events including webinars, workshops, meetings, conferences) is an asset.
- At least 03 month experience in related work is preferred.

Travel: Willing and able to travel up to 20 %.

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: Mine Action Program Manager, Mine Action Program team members; MEAL team, Operations and Finance staff.

External: Project partners; International and Vietnamese NGOs; Landmines working group members.

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 23, 2026**