



**Catholic Relief Services  
Europe/Middle East and Central Asia Region  
JOB DESCRIPTION**

**Position Title:** Data Verification Assistant  
**Department:** Education Program  
**Compensation Band:** Band 4  
**Reports to:** Data Verification Officer, Education Program  
**Country/Location:** CRS Maadi Office, Egypt

**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.

**Background**

Catholic Relief Services (CRS) works in a wide variety of areas within the humanitarian and development fields, regardless of race, creed, religion, or gender, to advance our mission to assist the poor and vulnerable. Our team reflects this diversity. The CRS Egypt country program began in 1956 at the invitation of the Egyptian president Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs.

Currently, CRS Egypt has three main programs: livelihoods, interfaith peacebuilding, and education assistance for refugees. Projects under these programs range from the provision of technical assistance and capacity building to partners, the promotion of peace and tolerance, the provision of educational grants for refugees, and the protection and safeguarding of children.

**Job Summary:**

The Education Program supports over 50,000 refugee and asylum seeker children with access to basic and higher education opportunities through a financial grant program and improves the quality of education received by students through a variety of complementary educational programs and initiatives to improve the learning outcomes of students. These two components of the annual program require a substantial full-time staff as well as consultant volunteers who assist in project implementation periodically throughout the year.

You will provide service in the day-to-day delivery of responsive, effective and efficient project activities in support of the CRS mission to serve the poor and vulnerable. You will provide consistent and high-quality service and contribute to the proper stewardship of project resources to help ensure operational effectiveness in support of high-quality programming.

In the same way, the Data Verification Assistant, under the supervision of the Data Verification Officer, will handle all the data verification work of the cash distribution ensuring compliance with donor and CRS requirements. The candidate will proceed with all the transactional payments involved in the cash disbursement process.

**Job Roles and Responsibilities:**



- Review refugees' documents and payments of education grants using the project database. Serve as an independent reviewer of all data entry and report on errors, inconsistencies, and areas for improvement.
- Assist in developing a weekly list of grant beneficiaries and amounts to be paid. Ensure the proper review, verification, and signatures and others are present for approval.
- Prepare transactional documents in support of project implementation and support and facilitate coordination of transaction processing.
- Compile data, perform data entry and data verification in relation to project implementation.
- Assist in maintaining a centralized clean database of project beneficiaries for the project team.
- Update the Education Program database on a regular basis with relevant field data.
- Assist in reports development based on the verified data collected.
- Support compliance with agency and donor MEAL requirements. Provide input to MEAL system design and review discussions.
- Contribute to simple analyses and reflective discussions on ongoing monitoring data. Contribute initial findings and implementation-based insights to project discussions.
- Other related duties, as assigned

### **Basic Qualifications:**

#### **Education and Experience**

- Bachelor's degree in international relations, education, or a related field.
- One year's experience working in an office environment in a clerical or administrative role. Experience with a local or international NGO a plus.
- Experience with word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems. Proficient in Word.

#### **Personal Skills**

- Good time management skills with ability to work on multiple tasks
- Good relationship management skills and the ability to work closely with local partners and community members
- Proactive, resourceful, solutions-oriented and results-oriented
- Observation, active listening, and analytical skills with the ability to make sound judgments
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities

**Required Languages:** Excellent command of English and Arabic.

**Travel Required:** Job requires approximately 20% travel to field (defined as outside of Cairo metropolitan area, including Upper and Lower Egypt) to implement and assist partners and follow up on projects. More frequent travel is required to sites within Cairo metropolitan area.

### **Safeguarding Policy:**

CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to sign and adhere to the CRS Safeguarding Policy and Code of Conduct.

### **Key Working Relationships:**

**Supervisory:** None



**Internal:** All CRS Egypt country staff education; specifically, all Education Team members, Education Program Administration Team, and CRS support functions (finance, procurement, IT, HR, and Admin)

**External:** Community Members, Ministry of Education in Egypt, donor representatives and donor Implementing Partners

#### **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.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

#### **CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS is an Equal Opportunity Employer**