

CRS JOB DESCRIPTION

Job Title: Partnerships Senior Project Officer

Compensation Band: Grade 8

Reports To: Program Quality and Support Manager

Country/Location: CRS Maadi Office, Cairo, Egypt

About CRS

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 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 programs in these main areas: education, livelihoods, social cohesion, and emergency response. CRS focuses on safeguarding and on working with local partners across its portfolio. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting gender transformative behaviors and cohesion and tolerance across groups, educational grants for refugees and assistance to refugee community schools, promoting protection and safeguarding of children, and technical support, start-up funds, and vocational training for refugee and vulnerable Egyptian entrepreneurs.

Job Summary:

The Senior Project Officer (SPO) will facilitate the achievement of all objectives related to partner support. S/he will plan and lead on activities related to support provided to local partners in Egypt and will support the Program Manager in ensuring a collaborative and productive relationship with the partners, following CRS' partnership principles. The SPO will plan, design and lead CRS' efforts to assess and build the capacities of partner staff, ensuring that capacity building interventions support the needs of partners. The SPO's thorough and service-oriented approach will ensure that partnership initiatives consistently apply best practices and constantly work towards improving the impact of its benefits to those we serve. The SPO will report to the Program Manager and will be responsible for leading day-to-day planning and coordination related to partner support among the programming and operations teams, including MEAL, technical teams, finance, procurement, risk and compliance, and HR.

Job Responsibilities:

- Organize and lead the implementation of all assigned partner management activities, in line with CRS program quality principles and standards, CRS partnership principles, and good practices.
- Ensure learning properly accompanies activities. Support accountability through coordinating evaluation activities, guiding the team and local partners in their efforts to reflect on experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Identify institutional and technical capacity gaps and needs of partner organizations using relevant CRS tools.
- Design, coordinate and implement capacity building and technical and institutional support activities for local partner staff to enhance their technical and institutional capacities (including in areas of finance, HR, procurement, and risk and compliance as needed).

- Supervise and perform ad-hoc inspections of various processes and resources at partner sites in adherence with established process standards and procedures. Ensure proper tracking of resource use for activities through periodic budget reviews and follow-up.
- Coordinate activities required for ensuring effective financial and resource management. Conduct regular budget reviews to facilitate proper tracking of resource use, and ensure all staff are well versed in financial pipeline management.
- Ensure timely project advances and review of partners' liquidation reports, documenting and providing feedback on good practices and needs for improvement.
- Work with finance, procurement, risk and compliance, and admin teams to ensure subrecipient compliance and supply chain processes are thoroughly implemented.
- Coordinate provision of any logistical and administrative support to staff and partners.
- Ensure that documentation for assigned activities is complete with all required documents and is filed per agency requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices.
- Support compliance with agency MEAL requirements, providing input into the MEAL system design and review discussions in addition to supervising quality data collection and management activities.

Monitoring, Evaluation, Accountability and Learning Support:

Required Background and Experience:

Education and Experience

- Bachelor's Degree in Social Sciences or a related field. Additional Education in Social Sciences, International Development, or a related field a plus.
- Minimum of four years of work experience in project management, ideally with local partners and for an NGO.
- Experience working with partners, particularly on capacity building and participatory action planning.
- Ability to tailor approach of presented content according to audience.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data. Experience analyzing data and contributing to evaluation reports.
- Experience with project design and proposal development a plus.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Critical thinking and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented.
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.
- Ability to work with individuals from diverse cultures and handle tense situations.

Required/Desired Foreign Language

Excellent English and Arabic language skills, written and verbal.

Location and Travel

Position is based in CRS' Maadi Office with frequent travel to partner locations around Egypt (estimated 50% of time)

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: Program Quality and Support Manager, MEAL Manager, Operations team, Risk & Compliance team, and other programmatic support positions.

External: Local partners, service providers, community leaders and other local actors.

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.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

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

CRS is an Equal Opportunity Employer