

CRS JOB DESCRIPTION

Job Title: Safe and Dignified Programming Officer	Reports To: Safeguarding, Safe and Dignified Programming Advisor I
Department: Safeguarding, Safe and Dignified Programming	Salary Grade: 7
Country Office: Egypt and Yemen	Location: 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, health, agriculture, education, microfinance and peacebuilding.

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. CRS Egypt works in a wide variety of areas within the development field.

Job Summary:

As a member of the Catholic Relief Services' (CRS) Egypt Safeguarding and Safe Programing team, you will serve as the Safe and Dignified Programming Officer. You will monitor and report on Country Program-wide activities related to feedback/accountability mechanisms, risk analyses, referrals, and running the CP-wide accountability/feedback and response system. You will lead, monitor, and report on Country Program-wide activities related to safeguarding and safe programming. Your thorough and coordinated approach will ensure that CRS Egypt programs and partners consistently apply safeguarding best practices in all project activities as to continually improve the benefits of CRS programming for those we serve.

Job Responsibilities:

- Design and facilitate capacity building events on protection mainstreaming and safeguarding for CRS staff, community stakeholders, and partners.
- Coordinate communication and facilitate information sharing among the project team, implementing partners, and project participants to assist in strengthening the community interest and involvement in safeguarding initiatives.
- Lead the coordination, implementation, and monitoring of safeguarding activities, including safeguarding investigations, at the field level, ensuring implementation schedules are met as per the detailed activity plan, and that adherence to systems for quality project implementation are strengthened, and in accordance with CRS and donors' policies, procedures, and best practices Compile data provided at the community level as per project requirements and contribute to the preparation of reports.
- Oversee the implementation of FCRMs, ensuring they are functional, safe, accessible, and effective for communities, and especially, vulnerable and marginalized populations Lead the staff and volunteers' capacity building on accountability and protection referral system.

- Ensure appropriate and time sensitive protection referrals are done in line with the referral pathway.
- Prepare and facilitate accountability and protection referrals output in internal reflection events with various projects.
- File reports as part of activities' documentation process highlighting gathered information, challenges, and success stories.
- Coordinate with various CRS project teams, implementing partners, and project program participants regarding safeguarding and safe programming initiatives to strengthen program participant support networks and ensure projects are responsive to program participant needs.
- 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.

Typical Background, Experience & Requirements:

Education and Experience

- Graduate degree in a directly related field.
- Minimum of 3 years of work experience in project support. Experience in the field of accountability and referrals and for an NGO would be a plus.
- Experience in participatory action planning and community engagement.
- Experience in protection trainings content creation and facilitation.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data preferred.
- Experience working with feedback/accountability systems and/or referral systems preferred.
- Experience in community-based protection, or community outreach preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Planning and organization skills.
- Observation, active listening, and analysis skills with ability to make sound judgment.
- Good interpersonal skills and the ability to interact effectively with diverse groups.
- Proactive, results-oriented, and service-oriented.
- Appropriate time management skills with ability to work on multiple tasks.
- Personal ability to deal, in a humble and dignified way, with a vulnerable segment of beneficiaries.
- Good interpersonal skills and ability to work smoothly in a multi-cultural environment while building good teamwork spirit.
- High tolerance rate for working under pressure and dealing with diversified cultures and tense situations.

Required/Desired Foreign Language: Excellent command in English and Arabic.

TRAVEL: Varied; 10% in-country travel and up to 5% international travel, including but not limited to: Yemen.

Safeguarding Policy

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

Key Working Relationships:

Supervisory: Accountability Field officer, Referrals Consultant

Internal: All CRS Staff

External: Project beneficiaries, community members, and 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 look 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 prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.

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CRS is an Equal Opportunity Employer