

## CRS JOB DESCRIPTION

**Position Title:** Senior Project Officer (Contingent Upon Funding)

**Department:** Monitoring Evaluation Accountability and Learning (MEAL)

**Compensation Band:** 8

**Reports to:** MEAL Manager

**Country/Location:** CRS Maadi Office, Egypt

### **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, gender and social cohesion, and education assistance for refugees. Projects under these programs range from the provision of technical assistance and capacity building to partners, the promotion of tolerance, the provision of educational grants for refugees, and the protection and safeguarding of children.

### **Job Summary:**

As a lead for the MEAL activities within the education program team, you will facilitate the achievement of program objectives through coordinating and reporting on all project MEAL activities and providing technical guidance and advice to staff and partners advancing CRS work serving the poor and vulnerable. Your coordination and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

### **Job Roles and Responsibilities:**

- Lead MEAL design and planning process; developing project-level Theories of Change, Results Frameworks, Pro-frames, related MEAL system tools and components, facilitating SMILER workshops, and accompanying MEAL narratives in line with CRS program quality principles and standards, donor requirements, and good practices.
- lead Implementing monitoring activities, including timely collection of quality data, set up and maintenance of databases, conducting Data Quality Assessment (DQA), Data Quality Checks (DQC), and submission of timely progress reports.
- Support facilitation of quarterly and annual project review meeting (reflection events) on monitoring data, discussing challenges, lessons learned, and good practices.
- Lead project and program evaluations and reviews by ensuring the quality of evaluation methods, tools, and data and facilitating the use of evaluation results to inform decision-making and enhance learning
- Coordinate with the accountability team to Improving our accountability to a range of stakeholders through increased participation, transparent communication, responsive feedback mechanisms, and adherence to internal and external quality standards and requirements.
- Promote knowledge management and collaborative learning processes at the project, program and institutional levels, generating robust evidence for project and programmatic learning that leads to action, decision-making and influence through contribution to cross learning events
- Enhance usage of information and communication technologies (ICT), both hardware and software, for opportune and accurate data collection, database management, conducting analyses, and making information easily accessible.
- Supervise MEAL Project Officers and train MEAL Field officers on the conduct of field-based MEAL activities.
- Support new proposal development for the education sector through needs assessments and MEAL design for new projects
- Contribute to agency reporting such as global results and MPP MEAL self-assessments.

### **Basic Qualifications:**

#### Education and Experience

- Bachelor's degree in education, international development, or a related field
- Minimum of four years of work experience in MEAL project management; experience in the field of education and at an NGO is a plus (~~additional education may substitute for some experience~~)
- Experience in participatory action planning, community/stakeholder engagement, leading needs assessments, conducting impact evaluations, and both quantitative and qualitative data analysis and interpretation
- Experience in reporting/ communications, and training
- Staff supervision experience
- Experience in MS Office package (Excel, Word, PowerPoint) 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 may require up to 30% travel to field in Greater Cairo or outside of Cairo (Alexandria, Damietta, and Aswan) to follow up on monitoring and implement MEAL activities.

### **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:** MEAL Project Officers

**Internal:** All CRS Egypt education program staff, other MEAL Staff, Administration Team, and CRS support functions (finance, procurement, IT, HR, and Admin)

**External:** Community Members, 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.

\*\*\*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's 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.**

**CRS is an Equal Opportunity Employer**