

CRS JOB DESCRIPTION

Job Title: Partner Safeguarding 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

Background

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 team, you will serve as the Safeguarding Officer. 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:

- Lead the Implementation of the Partner Safeguarding Policies and Procedures with CRS Partners and Contracted Entities
- 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.
- Participate in the roll-out of safeguarding corrective action plans with partners
- Collect information on staff capacity needs and technical assistance needs of partner organizations related to safeguarding and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Support the coordination and implementation of all assigned project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices, including with partners as relevant.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- 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 Protection/Safeguarding and safe programming and for an NGO would be a plus.
- Experience in participatory action planning and partner engagement.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data preferred.
- Experience working with feedback/accountability systems and/or referral systems preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Integrity
- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

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.

Key Working Relationships:

Supervisory: N/A

Internal: All CRS staff

External: Program participants, 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. It 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