

CRS JOB DESCRIPTION

Job Title: Project Officer – Small Enterprise Development (contingent upon funding)

Department: Livelihoods Program

Compensation Band: Grade 7

Reports To: Project Manager

Country/Location: CRS Maadi Office, Cairo, 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 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.

Under the "Pathways to Self-reliance" project, the Livelihoods Program supports vulnerable urban refugees, migrants, and Egyptian host community members in Greater Cairo. The project aims to establish sustained sources of income by integrating vocational training, small enterprise development, business coaching, phased seed grants, private sector engagement, and local market linkages.

Job Summary

The Small Enterprise Development (SED Project) Project Officer will lead and oversee the implementation of enterprise training, business plan coaching, business start-up seed grant disbursements, private sector linkages, and post-grant mentorship. Under the supervision of the Livelihoods Project Manager, the SED Project Officer will manage Livelihoods Field Officers to drive business setup and growth. Crucially, the SED Project Officer will co-manage the vocational courses component in close liaison with the Case Management Project Officer, managing contracts with vocational training centers, tracking technical skill acquisition, and ensuring that participants completing vocational and case management pathways seamlessly transition into small enterprise training and seed grant eligibility.

Job Responsibilities

- **SED Unit Leadership and Activity Oversight:** Manages and supports Livelihoods Field Officers to ensure high-quality delivery of Small Enterprise Development (SED) training, digital marketing modules, business coaching, and market linkage activities.
- **Co-Management and Administration of Vocational Courses:** Serves as the operational lead for contracted vocational training centers. Works in direct liaison with the Case Management Project Officer to process participant referrals, track vocational class attendance, verify end-of-course test results, and maintain high standards of technical training delivery.
- **Seed Grant Management and Verification:** Oversees business plan evaluations, organizes grant selection committees, and manages the implementation of phased seed grant disbursements. Coordinates field verification visits to monitor proper business utilization of funds.
- **Cross-Unit Liaison with Case Management:** Coordinates directly with the Case Management Project Officer to align the intake and scheduling of case management participants taking part in business and

technical training. Verifies case management clearance, vocational course completion, and risk-mitigation status with the Case Management team before releasing business seed grants.

- **Market Linkages and Private Sector Engagement:** Drives market integration initiatives by linking high-potential businesses to technical industry experts, digital platforms, private sector actors, and business formalization services. Leads the organization of networking events between participants and established local entrepreneurs.
- **Team Supervision and Quality Assurance:** Conducts regular field supervision, oversees Field Officers, monitors training quality, and ensures robust implementation of business coaching frameworks.
- **Reporting and Documentation:** Compiles unit progress reports, tracks business retention rates, documents enterprise success stories, and contributes to periodic reflection sessions.
- **Other:** Performs other related supervisory and programmatic duties as assigned.

Monitoring, Evaluation, Accountability and Learning Support

- Monitors SED and vocational training indicators, including skills acquisition, business sustainability, post-grant performance in coordination with the MEAL team.
- Maintains accuracy in seed grant tracking systems, vocational course records, and participant databases.
- Participates in learning events to share field insights and refine enterprise and training modalities.

Required Background and Experience

Education and Experience

- Bachelor's degree in Business Administration, Economics, Enterprise Development, International Development, or a related field; Master's degree preferred.
- Three (3) years of professional experience in micro-enterprise development, small business training and seed grant management.
- Proven track record in managing small grant funds, overseeing external service provider/training contracts, and facilitating market linkages.

Personal Skills

- Strong team management, planning, and organizational skills.
- Excellent interpersonal and communication skills to engage with business leaders, private sector actors, vocational training providers, and project stakeholders.
- Proactive, solutions-oriented, and dynamic leadership capacity.

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

Travel Required Field travel within Greater Cairo estimated at up to 40%.

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: Field Officers

Internal: Project Officers, Administrative Assistant, MEAL Project Officer, Project Manager, Program Manager, and other programmatic support positions.

External: Local and international organizations, service providers, 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.

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