

CRS JOB DESCRIPTION

Job Title: Field Officer (contingent upon finding)

Department: Programs

Compensation Band: Grade 5

Reports To: Safe Returns Senior Project Officer

Country/Location: Egypt/Cairo

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.

Job Summary:

The CRS Regional Safe Returns project supports Syrians in Egypt, Jordan, and Lebanon to access pre-return services that enable their voluntary, safe, and dignified return and sustainable reintegration in Syria, in full respect of human rights.

The Field Officer supports project implementation under the supervision of the Senior Project Officer by working directly with community members and coordinating various project activities and events. The role contributes to CRS's mission to serve poor and vulnerable populations while ensuring that local partners and communities actively engage in and benefit from the project, which consistently applies best practices.

Job Roles and Key Responsibilities:

- Support the implementation, coordination and monitoring of project activities at the field level including:
 - Coordination of Psychosocial Support (PSS) services with the service provider.
 - Coordination and facilitation of information sessions to project participants
 - Coordination of Legal support services through legal partner.
- Coordinate communication and facilitate information sharing among the project team, implementing partners, and project beneficiaries at the community level to assist local partners in strengthening the community interest, involvement and support networks.
- Ensure implementation schedules are met as per the detailed activity plan, and that adherence to systems for quality project implementation are strengthened.
- Liaise with various community stakeholders and partners and mobilize them to ensure full involvement of community leaders, community representatives, representatives in the overall implementation and improvement of project activities.
- Compile data provided at the community level as per project requirements and contribute to the preparation of reports.

- Support compliance with agency and donor MEAL requirements. Provide input to MEAL system design and review discussions.
- Contribute to simple analyses and reflective discussions on ongoing monitoring data. Contribute initial findings and implementation-based insights to project discussions.
- Other related duties, as assigned.

Basic Qualifications

- Bachelor's degree in international relations or a related field
- Two years of work or volunteer experience in community development and mobilization.
- Ability to make oral presentations and write clear reports and guidance in English and Arabic.
- Skilled in information management systems and MS Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Computer skills required.

Required Languages - Excellent command of English and Arabic.

Travel - Job requires approximately 30% travel to field (defined as outside of Cairo metropolitan area, including Alexandria) to implement and assist partners and follow up on projects. More frequent travel required to sites within Cairo metropolitan area.

Personal 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.

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.

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. This will form part of the contract.

Key Working Relationships

Supervisory: Volunteers (if any)

Internal: All CRS Egypt country staff, Program manager, regional staff, Administration Team, and CRS support functions (finance, procurement, IT, HR, and Admin)

External: Community Members, donor representatives and donor Implementing Partners

****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.

CRS is an Equal Opportunity Employer