

CRS JOB DESCRIPTION

Job Title: Field Officer

Department: TVET Program for Refugees and Host Communities in Egypt

Band: 5

Reports To: Project Officer

Country/Location: Maadi CRS Offices, Greater Cairo, Egypt

Background

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.

Currently, CRS Egypt has three main programs: the livelihoods program, interfaith peacebuilding program and the education assistance program for refugees. Projects under these programs range from the provision of technical assistance and capacity building to partners, and promoting peace and tolerance, to educational grants for refugees, and the protection of children who are victims of trafficking. Additional programming includes Emergency Preparedness and Response projects that arise as need be. A regional Management Quality unit assists the country program support department in developing and maintaining the highest level of operations standards.

CRS Egypt currently holds offices in Maadi, Cairo, and serves vulnerable communities through community-based hubs located in 6th of October and Ain Shams.

CRS Livelihoods program is currently funded by the US Government through the Bureau of People, Refugees, and Migration (BPRM) and UNHCR to support the business start-up for refugees and asylum seekers of all nationalities in Cairo, in addition to the International Labor Organization (ILO) to implement an integrated technical and vocational training (TVET) project with refugees and vulnerable Egyptian children, youth, and adults. Bridging CRS' education and livelihoods programs, the project supports children and youth to enroll in technical schools to complete their secondary technical education. Additionally, the TVET project supports refugee and vulnerable Egyptian youth and adults to access vocational courses either for educational purposes or to support their small businesses and ensure sustainable livelihoods.

Job Summary:

As a member of the TVET project team, you will support the achievement of project objectives project implementation by working directly with applicants (students and vocational training participants), TVET service providers and schools, and community members, coordinating various project activities and events in support of Catholic Relief Services' (CRS) work to serve the poor and vulnerable. Your service and community relations skills ensure that the local partners and communities feed into and benefit from the project that consistently applies best practices and

continuously works towards improving its impact. Under the supervision of the Senior Project Officer you will facilitate all livelihood field activities and support other functions.

Job Responsibilities:

- Responsible for outreach, intake, and selection of project participants, as well as follow-up coaching and support activities.
- Deliver and monitor outreach activities including awareness sessions, through different channels to promote for the project and outreach interested candidates.
- Provide recommendations to Senior Project Officer on vocational training quality provided through vocational centers.
- Support the coordination and monitoring of project activities 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.
- Support beneficiaries throughout the project life cycle and conduct regular data collection for project progress monitoring. This is conducted through different activities that include but are not limited to follow up calls, field visits, coaching and mentorship.
- Maintains beneficiaries' records by logging events and progress.
- Coordinate communication and facilitate information sharing among the project team, implementing partners, and project beneficiaries at the community level.
- Coordinate, monitor, and report on consultant activities.
- Compile data provided at the community level as per project requirements and contribute to the preparation of reports, assessments, and evaluations.

Monitoring, Evaluation, Accountability and Learning Support:

- Collects quality data using MEAL tools on a timely basis.
- Manages database to ensure accessibility and reliability of information.
- Communicates key project information and results with community members, colleagues and stakeholders.
- Contributes to reflective community-based conversations on ongoing project interventions.
- Shares insights and perspectives based on observations and interactions with community members, colleagues and stakeholders.

Required Background and Experience:

Education and Experience

- Graduate degree in a directly related field.
- Two years of work in community development and mobilization.
- Experience in technical education and vocational training will be considered an asset.
- Previous experience in delivering training topics related to education advising, career guidance, etc.
- Additional education may substitute for some experience.
- Experience with word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in MS Office (Excel, Word, PowerPoint) and information management systems. Proficient in Word.

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.
- 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 Required Travel required to site visits and TVET centers and school locations within Greater Cairo, Alexandria and Damietta estimated at 80%.

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.

Vaccination Requirement

CRS is committed to the health and safety of all program participants. Staff members must be vaccinated against COVID-19 as of December 1, 2021 or registered in the national registry and awaiting their first appointment. Confirmation of vaccination status will be required to undertake work with CRS after December 1, 2021.

Key Working Relationships:

Supervisory: None.

Internal: Senior Project Officers, Quality Officer, MEAL Field Officer, MEAL Project Officer, Program Managers, and other programmatic support positions.

External: Local and international organizations, service providers, community leaders, and other local actors.

Agency-wide Competencies (for all CRS Staff):

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.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

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.

Equal Opportunity Employer