

CRS JOB DESCRIPTION

Position Title: Livelihoods Project Manager

Department: Livelihoods Program

Compensation Band: Band 9

Reports to: Livelihoods Program Manager

Country/Location: CRS Maadi Office, Egypt (with frequent travel to Assuit)

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 Livelihoods program supports refugees and vulnerable Egyptians to prepare for and maintain resilient livelihoods. As the project lead, you will plan, monitor and report on all project activities in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist in the achievement of the Livelihoods Program objectives advancing CRS's work serving the poor and vulnerable. Your project management skills and knowledge of the program area will ensure that the country program delivers high-quality programming and continuously works towards improving the impact of this project.

Job Roles and Responsibilities:

- You will lead partnership, technical, budget management, monitoring and reporting activities through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- 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
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy

- Proactively identify issues, report them to inform adjustments to plans and implementation schedules
- Engage and strengthen partnerships relevant to this livelihoods project applying appropriate application of partnership concepts, tools, and approaches.
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for Livelihoods Project
- Coordinate activities required for ensuring the financial, material, and human resources for the quality implementation of the project. Conduct periodic budget reviews and preparation of financial reports to facilitate proper tracking of resource use.
- Identify staff capacity and technical assistance needs and contribute to capacity strengthening and required interventions to support quality project implementation
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements
- 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:

Education and Experience

- Bachelor's Degree required. Master's degree in international relations or in the field of Economic Development, Humanitarian Action, or Migration would be a plus.
- Minimum of five years of work experience in project management, ideally in the field of livelihoods and for an NGO; additional experience may substitute for some education.
- Relevant grant management experience
- Staff supervision experience
- Experience working with partners and stakeholders at various levels and strengthening community partnerships
- Experience in budget management, procurement, and MEAL monitoring
- Ability to contribute to the development of technical proposals, a plus
- Experience analyzing data and contributing to evaluation reports
- Experience in MS Office package (Excel, Word, PowerPoint) and information management systems; proficient in Word

Personal Skills

- Observation, active listening, critical thinking, and creative problem-solving skills with ability to make sound judgment.
- Strong 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
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities

Required Languages: Excellent command of English and Arabic, written and spoken.

Travel Required: Job requires approximately 50% travel to sites within Assiut area.

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: Two Project Officers

Internal: Livelihoods Program Manager, Head of Programming, Livelihoods team members, MEAL team members, and CRS support functions (finance, procurement, HR, and Admin)

External: Community Members, donor representatives, Implementing Partners, and CBOs

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.

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 is an Equal Opportunity Employer