CRS JOB DESCRIPTION

Position Title: Senior Project Officer
Department: Monitoring Evaluation Accountability and Learning (MEAL)
Compensation Band: 8
Reports to: MEAL Manager
Country/Location: Egypt- Yamen

BACKGROUND – ABOUT CRS
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.

CRS began work in Yemen in 2018. Along with local partners, CRS is working to reduce disaster risks, strengthen community resilience, provide sustainable, safe, and clean water access, improve sanitation, support young people to find work, and provide a quality education for children in a safe environment.

Job Summary
As the lead for MEAL activities within the program and among partner staff, you will facilitate the achievement of program objectives by coordinating and reporting on all MEAL-related activities. You will provide technical guidance and support to CRS staff and partners, advancing the agency's mission to serve the poor and vulnerable. Your coordination and relationship management skills will help ensure that the program consistently applies best practices and continuously improves its impact on the communities we serve.

Job Roles and Responsibilities
- Lead the design and planning of MEAL systems for CRS and its partners, including the development of project-level Theories of Change, Results Frameworks, ProFrames, and associated MEAL tools and components, and facilitate SMILER workshops. Ensure alignment with CRS program quality standards, donor requirements, and industry best practices.
- Lead monitoring activities, including the timely collection of high-quality data, establishment and maintenance of databases, execution of Data Quality Assessments (DQA) and Data Quality Checks (DQC), and submission of progress reports in a timely manner.
- Support the facilitation of quarterly and annual project review meetings (reflection events), leveraging monitoring data to inform discussions on challenges, lessons learned, and best practices.
- Lead program evaluations and reviews by ensuring the quality of evaluation methodologies, tools, and data, and by facilitating the use of evaluation findings to support informed decision-making and promote learning.
- Collaborate with the accountability team to enhance CRS's accountability to a broad range of stakeholders by fostering inclusive participation, ensuring transparent communication, strengthening feedback and response mechanisms, and upholding internal and external quality standards.
- Promote knowledge management and collaborative learning processes at both programmatic and institutional levels by generating robust evidence that informs project and program learning, drives action and decision-making, and contributes to cross-learning events.
- Strengthen the application of information and communication technologies (ICT) to support timely and accurate data collection, effective database management, comprehensive analysis, and improved access to information
- Supervise MEAL staff to ensure the effective implementation of high-quality MEAL interventions.

- Support the development of new proposals across various sectors by conducting needs assessments and contributing to MEAL system design for upcoming projects.
- Contribute to agency reporting, such as global results and MPP MEAL self-assessments.
- Lead and implement capacity building for program and partners' staff on MEAL.

Basic Qualifications

- Bachelor's degree in international development, or a related field
- Minimum of four years of work experience in MEAL project management; experience at an NGO is a plus (additional education may substitute for some experience)
- Experience in participatory action planning, community/stakeholder engagement, leading needs assessments, conducting impact evaluations, and both quantitative and qualitative data analysis and interpretation
- Experience in reporting/ communications, and training.
- Experience working with partners is an asset.
- Staff supervision experience
- Experience in MS Office package (Excel, Word, PowerPoint) and information management systems; proficient in Word

Personal Skills

- Analysis and problem-solving skills with ability to make sound judgment
- Good 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, results-oriented and service-oriented
- Observation, active listening, and analytical skills with the ability to make sound judgments
- Attention to details, accuracy, and timeliness in executing assigned responsibilities

Required Languages: Excellent command of English and Arabic.

TRAVEL: Varied; up to 30% in-country travel and international travel, including but not limited to Yemen.

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: MEAL Project Officers (if any)
Internal: All CRS Egypt and Yemen program staff, other MEAL Staff, Administration Team, and CRS support functions (finance, procurement, IT, HR, and Admin)
External: Community Members, donor representatives and donor Implementing Partners

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.

- Integrity
- Builds Relationships
- Continuous Improvement & Innovation
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

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's 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