CRS JOB DESCRIPTION

Job Title: Project Officer (Contingent upon Funding)	**Reports to:** Project Manager
Department: Livelihoods Program	**Salary Grade:** 7

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

As a member of the livelihoods project team, you will 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 support the achievement of project objectives by overseeing activity implementation and ensuring effective coordination across the different project tracks, including vocational training enrollment and employment pathways.

You will ensure that implementation aligns with both donor and CRS requirements. You will guide the Field Officers (FOs) throughout the various phases of the project, including outreach, beneficiary selection, and the implementation of project activities, such as training coordination, employability and entrepreneurship content design, entrepreneurship training delivery, seed-fund disbursement, mentorship and follow-up support, career advising, and employment matchmaking events.

Job Responsibilities

- Support the coordination and implementation of all assigned project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Ensure appropriate day-to-day supervision of field activities including, but not limited to, training coordination, employability and entrepreneurship content design, entrepreneurship training delivery, seed-fund disbursement, mentorship and follow-up support, career advising and employment matchmaking events.
- Monitor and report on any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.

- 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.
- Support accountability through coordinating project evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule.
- Coordinate and oversee working relationships with all project stakeholders (Internal: education and livelihoods projects with TVET and employability components. External: community-based organizations and service providers).
- Supervise and conduct inspections at project sites to ensure timely implementation of activities and compliance with established standards and procedures.
- Coordinate the provision of logistical and administrative support to staff and partners.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Other related duties, as assigned.

Monitoring, Evaluation, Accountability and Learning Support:

- Manage database to ensure accessibility and reliability of information
- Support compliance with agency and donor MEAL requirements
- Provide input to MEAL system design and review discussions
- Supervise quality data collection and management activities
- Lead simple analyses and reflective discussions on ongoing monitoring data
- Contribute initial findings and field-based insights to project discussions

Required Background and Experience:

Education and Experience

- Bachelor's Degree required. Degree in International Relations, Political Science, Economic Development or a related field would be a plus.
- Minimum of three years of relevant project/program experience, ideally in the field of technical and vocational education, and livelihoods specifically related to self and wage employment interventions.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Observation, active listening and analysis skills with ability to make sound judgment
- Ability to produce high quality reports
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities

Required/Desired Foreign Language

Fluent in written and spoken Arabic and English.

Travel
Based in CRS Office in Maadi, with field work in Greater Cairo estimated at 50%.

Safeguarding Policy
CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to sign and adhere to the CRS Safeguarding Policy and Code of Conduct.

Key Working Relationships
Supervisory: Field Officers and Community Consultants
Internal: Project manager, MEAL team (Field Officer and Project Officer), Livelihoods and Education Project Officers, and other programmatic support functions (Finance, procurement, IT, HR and Admin).
External: Local and international organizations, service providers, community leaders 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.

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.

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