

## CRS JOB DESCRIPTION

**Job Title:** Program Manager II

**Department:** Programs

**Compensation Band:** Grade 10

**Reports To:** Head of Programs

**Country/Location:** Egypt/Cairo

### **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 programs in 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:**

You will manage programming within the CRS Egypt Country Program's livelihoods portfolio, advancing Catholic Relief Services' mission to serve the poor and vulnerable. Your management skills and knowledge will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of its programming.

Under the supervision and guidance of the Head of Programs (HOP), you will be responsible for the planning, implementation and monitoring of CRS Egypt's livelihoods portfolio. You will provide technical support to project teams and partners, to ensure high quality design and implementation of CRS Egypt's livelihoods projects. You will represent the project in a variety of contexts and with a variety of stakeholders, including government, donors, and NGOs. You will also provide support to growth opportunities within the sector, including new business and partnership opportunities. This will include identifying potential partners, donor scoping/mapping, intel gathering and leading proposal development.

### **Job Responsibilities:**

#### **Program Quality and Program Management**

- Provide management oversight, including financial management, of the CRS Egypt livelihoods portfolio throughout relevant project cycles - project design, start-up, implementation and close-out - to ensure efficient and effective implementation in line with CRS program quality principles and standards, donor requirements, and good practices. Ensure project team use the appropriate systems and tools.
- Coordinate and monitor financial and material resources relevant to livelihoods project needs. Through planning and oversight ensure timely and appropriate project expenditures in line with financial plans and efficient use and stewardship of project material sources.
- Lead in project design and proposal development in the livelihoods and economic empowerment programming area, proactively seeking strategic growth opportunities; contribute to and lead certain sections of CP-wide strategic planning.

- Oversee technical assistance and capacity strengthening activities in livelihoods for staff and partner organizations, including design or training materials, oversight of needs assessments, input into the design of interventions and monitoring and evaluation (MEAL) indicators and systems, to enhance program quality and impact.
- Lead reporting efforts for projects under the livelihoods portfolio, ensuring products are of high quality and utilize CRS tools and best practices.
- Promote cross-learning among project teams through joint participation in project workshops.
- Champion learning with project staff and partner teams. Analyze and evaluate project performance data following MEAL policy. Proactively identify issues and concerns and use participatory processes to overcome implementation obstacles.
- Ensure the Safeguarding Policy and Code of Conduct is followed by program partners, staff and volunteers in the field and the way they carry out their work does not do any harm to children, vulnerable adults or other staff, or put them at (further) risk of any type of abuse or exploitation.

### **Growth and Representation**

- Represent the program to community members and relevant stakeholders, such as government, donors and peer organizations.
- Take an active role in growing CRS Egypt's portfolio of livelihood programming and scaling up existing programs through positioning, donor cultivation, networking, partner engagement, and proposal development and reviews.
- Actively seek new opportunities for support of CRS Egypt livelihood projects.
- Write and review concept notes and proposals for new project opportunities in livelihood strengthening.
- Help identify, assess and strengthen potential partnerships relevant to the livelihoods' portfolio, link project partners to other CRS Egypt program areas for potential collaboration, applying appropriate application of partnership concepts, tools and approaches.
- Contribute to raising the profile of CRS as a leader in livelihoods support programming through the publication of best practices, sharing results from CRS assessments and program activities, dissemination of project progress and evaluation reports, and participation in conferences and seminars.

### **Staff Development**

- 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.
- Identify and share with CRS Egypt livelihoods staff information and updates on livelihood programming.
- 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.

### **Typical Background, Experience & Requirements:**

#### **Education and Experience**

- Master's Degree in International Development, International Relations, Economics, Business Administration, or in a related field. Additional experience may substitute for some education.
- Minimum of five years of experience in coordinating or managing moderate to complex projects required, preferably with an international NGO.
- Project management experience in livelihoods and/or economic empowerment is required.

- Experience engaging with partner organizations.
- Experience contributing to the development of technical proposals.
- MEAL skills and experience preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.

#### **Personal Skills**

- Strong critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with culturally diverse groups.
- Strong written and verbal communication skills with ability to write reports.
- Proactive, results-oriented, and service-oriented.

**Required/Desired Foreign Required/Desired Foreign Language:** Fluency in English and Arabic required.

#### **Travel Required**

Travel required to field activities and community-based organizations in Greater Cairo and North Coast, estimated at 10%.

#### **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:**

Direct – Project Manager (4)

Indirect – Project Officers, Field Officers, and other Livelihoods staff or volunteers

**Internal:** Country Representative, Head of Operations, Head of Programs, Finance Manager, Accountability Unit, Operations Manager, HR Officer, Procurement Officer, MEAL Manager, other Program Managers, EMECA Regional Technical Advisor for Livelihoods.

**External:** Partner organizations and staff, Government counterparts, donor representatives, peer organizations.

#### ***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 looks 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**