

## **CRS JOB DESCRIPTION**

**Position Title:** Monitoring Evaluation Accountability and Learning (MEAL) Field Officer

**Department:** Education

**Compensation Band:** Grade 5

**Reports to:** MEAL PO

**Country/Location:** CRS Maadi Office, Egypt

### **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 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.

Currently, CRS Egypt has two main programs: livelihoods, and education assistance for refugees. Projects under these programs range from the provision of technical assistance and capacity building to partners, the promotion of peace and tolerance, the provision of educational grants for refugees, and the protection and safeguarding of children.

The “Strengthening Education Access and Quality for Displaced Children in Egypt” project aims to address the urgent educational needs of Palestinian children newly displaced to Egypt, alongside other refugee and asylum-seeking children who rely on Community Learning Centers (CLCs). With more than a significant number of Palestinian students registered on the Palestinian Ministry of Education’s digital platform in Greater Cairo, families face significant financial barriers to sustaining learning, including the high costs of internet, devices, and school materials. At the same time, many refugee children from diverse nationalities depend on under-resourced CLCs that struggle with inadequate teacher capacity, limited curricula, and unsafe or unengaging learning environments. The project focuses on strengthening access to both digital and offline education, improving teaching quality, expanding opportunities for early-grade learners, and introducing student-centered and experiential tools. Through these efforts, the project seeks to ensure that displaced children in Egypt have equitable access to safe, inclusive, and quality education.

### **Job Summary:**

You will assist in the project’s MEAL activities implementation, under the supervision of the MEAL Project Officer, by working directly with vendors, refugee communities, Community Based Organizations (CBOs) and host communities coordinating various project MEAL activities and events in support of CRS work to serve refugees, and asylum seekers in Egypt. Your service and community relations skills will ensure that the communities feed into and benefit from the project that consistently applies best practices and continuously works towards improving the development opportunities available for refugees, and asylum seekers in Egypt.

**Job Roles and Responsibilities:**

- Support the implementation, coordination and monitoring of project MEAL 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.
- Coordinate communication and facilitate information sharing among the project team, project beneficiaries, and other stakeholders in strengthening the refugee communities' interests, involvement, and support networks.
- Support Collecting quality data using MEAL tools on a timely basis.
- Conduct data quality checks to ensure data is valid, accurate, reliable, complete, and timely.
- Share insights and perspectives based on observations and interactions with community schools and colleagues and stakeholders through field monitoring visits.
- In coordination with the project team, support capacity building events for project team members, and other relevant stakeholders.
- 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.
- Support project design phase through planning and implementing needs assessments to identify needs and gaps in the targeted population; contribute to project design decisions.
- Contribute to collecting and preparing data for reporting on global indicator results
- Other related duties, as assigned

**Basic Qualifications:****Education and Experience**

- Bachelor's degree in international relations, education, economics, or a related field
- Two years of experience in development sector. Work experience in implementing MEAL activities such as: quantitative and qualitative data collection, analysis, and interpretation
- Experience utilizing ICT4D tools and approaches to improve project management
- Demonstrated experience working in community development and mobilization; additional education may substitute for some work experience
- Experience with word processing and data entry into online databases and forms
- in MS Office package (Excel, Word, PowerPoint) and information management systems; proficient in Word

**Personal Skills**

- 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, solutions-oriented and results-oriented
- Observation, active listening, and analytical skills with the ability to make sound judgments
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities

**Required Languages:** Excellent command of English and Arabic.

**Travel Required:** Job may require travel to field in Greater Cairo or outside of Cairo (Alexandria and Damietta)) to follow up on project activities. More frequent travel required to sites within Greater Cairo.

**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:** Volunteers (if any)

**Internal:** All CRS Egypt MEAL staff , Education tea, Livelihood team, gender and partnership 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.

- Act with integrity.
- Build and maintain trust.
- Collaborate with others.
- Open to learn.

**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 is an Equal Opportunity Employer.**