

<b>Job Title:</b> Education Project Officer	<b>Reports to:</b> Education Senior Project Officer
<b>Department:</b> Education Program	<b>Salary Grade:</b> 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:**

The Education Program supports over 70,000 refugee and asylum seeker children with access to basic and higher education opportunities through a financial assistance program. It also improves the quality of education received by students through a variety of complementary educational programs and initiatives to enhance the learning outcomes of students. These two components of the program require a substantial full-time staff as well as consultants who assist in project implementation periodically throughout the year.

As a member of the Education Program team, you will monitor and report on all project activities in support of CRS's work serving refugees and asylum seekers in Egypt. Your analytical skills, problem-solving abilities, and service-oriented approach will ensure the project consistently applies best practices and constantly works toward improving the impact of its activities for those we serve. Specifically, the Education Project Officer will lead specific interventions, including activities for financial assistance, strengthening the capacities of community learning centers and establishing learning spaces, raising the awareness of the refugee community on available educational pathways, and promoting social cohesion activities between Egyptians and refugees.

### **Job Roles and Responsibilities:**

- Support the coordination and implementation of all project activities as outlined in the detailed implementation plan and in line with CRS's program quality principles and standards, donor requirements, and best practices.
- Monitor and report any challenges and/or gaps to inform adjustments to activity plans and implementation schedules. Lead project teams, partners (if applicable), other stakeholders, and donors in efforts to improve processes.
- Support accountability through coordinating project evaluation activities with project team members, partners (if applicable), and other stakeholders. Collect and analyze project data based on specified mechanisms and tools. Collaborate with project team and local partner(s) (if applicable) to prepare reports as per reporting schedule.

- Collect information on staff capacity and technical assistance needs of partners (if applicable) and other stakeholders, and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Effectively manage talent and supervise team. Manage team dynamics and staff well-being. Provide coaching, strategically tailored individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- 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 in education, international development, or a related field
- Minimum of three years of work experience in project management; experience in the field of education and at an NGO is a plus
- Experience in participatory action planning, community/stakeholder engagement, and project implementation
- Experience in budget management, reporting/ communications, procurement, and MEAL monitoring
- Staff supervision experience
- Experience 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 requires approximately 20% travel to field (defined as outside of Cairo metropolitan area) to implement and assist partners and follow up on projects. More frequent travel required to sites within Cairo metropolitan area.

### **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, Case Workers, and Volunteers

**Internal:** Project Manager, Program Manager, Field Officers, Caseworkers, Monitoring and Evaluation

CRS/Egypt

Project Officer -Education Program

Page 2 of 3

January 2025

team, and CRS support functions (finance, procurement, IT, HR, and Admin)

**External:** Community Members, Vendors and service providers, partner organizations, and donor representatives.

**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.

*\*\*\*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.**