

<b>Job Title:</b> Education Project Manager	<b>Reports to:</b> Program Manager II
<b>Department:</b> Education Program, CRS Egypt	<b>Salary Grade:</b> 9

### **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.

### **Roles and Key Responsibilities**

- You will lead technical, budget management, monitoring, and reporting activities throughout most of the project cycle - start-up, implementation, and close-out - in line with CRS program quality principles and standards, donor requirements, and best practices.
- 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.
- Ensure that learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
- Engage and strengthen partnerships relevant to this project, applying appropriate application of partnership concepts, tools, and approaches.
- Represent the organization with different stakeholders including donors, UN agencies, relevant local and international partners, and governmental entities.

- Coordinate activities required to ensure the financial, material, and human resources for the quality implementation of the project. Conduct periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use.
- Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.
- Assist with the preparation of trends analysis reports and disseminate results. Review project documentation to ensure the project file is complete with all required documentation and is filed per agency and donor requirements

### **Basic Qualifications**

#### **Education and Experience**

- Bachelor's Degree required. Master's degree in international relations or in the field of Education would be a plus.
- Minimum of five years of work experience in project management, ideally in the field of Education and for an NGO.
- Experience working with partners, particularly on capacity building and participatory action planning.
- Ability to tailor approach of presented content according to audience.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data. Experience analyzing data and contributing to evaluation reports.
- Experience with project design and proposal development a plus.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

#### **Personal Skills**

- Critical thinking and problem-solving skills with ability to make sound judgment.
- 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.
- Ability to work with individuals from diverse cultures and handle tense situations.

#### **Required/Desired Foreign Language**

Excellent English and Arabic language skills, written and verbal.

**Travel** - Must be willing and able to travel up to 20% within Cairo and to other locations including but not limited to Alexandria, Damietta, and Aswan.

#### **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.

**Key Working Relationships:**

- **Supervisory:** Senior Project Officers
- **Internal:** Program Manager, MEAL Officers, MEAL Manager, Operations team, Risk & Compliance team, and other programmatic support positions.
- **External:** Local partners, service providers, community leaders and other local actors.

*\*\*\*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.**

**CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.**

**CRS is an Equal Opportunity Employer**