

## CRS JOB DESCRIPTION

**Job Title:** Project Officer

**Department:** TVET Program for Refugees and Host Communities in Egypt (contingent upon funding)

**Compensation Band:** Band 7

**Reports To:** Senior Project Officer

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

### **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 has three main programs: the livelihoods program, interfaith peacebuilding program and the education assistance program for refugees. Projects under these programs range from the provision of technical assistance and capacity building to partners, and promoting peace and tolerance, to educational grants for refugees, and the protection of children who are victims of trafficking. Additional programming includes Emergency Preparedness and Response projects that arise as need be. A regional Management Quality unit assists the country program support department in developing and maintaining the highest level of operations standards.

CRS Egypt currently holds offices in Maadi, Cairo, and serves vulnerable communities through community-based hubs located in 6th of October and Ain Shams. The CRS Livelihoods program is funded by the Department of State Bureau of Population, Refugees, and Migration (BPRM) and the United Nations High Commissioner for Refugees (UNHCR) to support the business start-up for refugees and asylum seekers of all nationalities in Cairo, in addition to the International Labor Organization (ILO) to implement an integrated technical and vocational training (TVET) project with refugees and vulnerable Egyptian children, youth, and adults. The project supports vulnerable children and youth to enroll in technical schools to complete their secondary technical education and access vocational training opportunities.

### **Job Summary:**

As a member of the TVET project team, the Project Officer (PO) will facilitate the achievement of project objectives through overseeing the activities implementation and coordination between the different project tracks including technical education services and vocational training services.

The PO will ensure that the implementation is following donor and CRS requirements and will guide the Field Officers (FOs) throughout the different phases of the project; outreach, selection of project beneficiaries, project activities including, but not limited to, training coordination, financial assistance, safeguarding trainings, kits distribution, and career advising services.

The PO will report to the Senior Project Officer (SPO) and be responsible for the monitoring, planning, day-to-day project implementation, reporting and coordination amongst the team. The PO will supervise two FOs; one FO is responsible for the technical school programming and another FO is responsible for the vocational training programming. The PO will manage staff and relationships with TVET providers in different locations.

**Job Responsibilities:**

- Lead the 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.
- 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, guiding the team, service providers and local partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Coordinate and oversee working relationships with all project stakeholders (Internal: multiple education and livelihoods projects with TVET components. External: community-based organizations and service providers). The Project officer will serve as the liaison between the project team and other stakeholders to promote project activities and impact.
- Supervise and perform ad-hoc inspections of various processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and procedures.
- Coordinate provision of any logistical and administrative support to staff and partners.
- Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices.
- Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
- 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 sciences, Economic Development or a related field would be a plus. Additional education may substitute for some experience.
- Minimum of three years of relevant project/program experience, ideally in the field of technical and vocational education, livelihoods, and education.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

#### **Personal Skills**

- Critical thinking and creative problem-solving skills with an ability to make sound judgment
- Ability to lead high quality reports, and contribute to proposal development
- 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
- Good interpersonal skills and ability to work smoothly in a multi-cultural environment while building good teamwork spirit.
- High tolerance rate for working under pressure and dealing with diversified cultures and tense situations.

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

Excellent English and Arabic language skills, written and verbal.

#### **Travel Required**

Travel required to field visits; trainings, TVET centers and schools, and other relevant locations in Greater Cairo, Alexandria and Damietta, estimated at up to 40%.

### **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.

### **Vaccination Requirement**

CRS is committed to the health and safety of all program participants and staff. Staff must be vaccinated against COVID-19 as of December 1, 2021, or registered in the national registry and awaiting their first appointment. Confirmation of vaccination status will be required to undertake work with CRS as of December 1, 2021.

### **Key Working Relationships:**

**Supervisory:** Field Officers

**Internal:** 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-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.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability and Stewardship

**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.**