

CRS JOB DESCRIPTION

Job Title: Project Officer (contingent upon funding)

Department: Livelihoods Program

Band: 7

Reports To: Project Manager

Country/Location: CRS Maadi Office, Egypt (with frequent travel to Gharbia Governorate)

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 Project Officer will oversee the implementation of field-level activities in Gharbia. They will supervise three Field Officers and coordinate with local partner organizations to ensure effective outreach, referrals, training delivery, and monitoring of project participants. Their leadership will support the implementation and delivery of project activities and referrals to social protection and childcare services. The Project Officer will ensure that project activities align with CRS standards, donor requirements, and the needs of participating families.

Job Responsibilities:

- Ensure effective day-to-day supervision and coordination of field activities in alignment with the project's detailed implementation plan, established protocols, quality standards, and donor requirements.
- Supervise three Field Officers and monitor partner organizations' performance and implementation.
- Oversee the quality and timeliness of entrepreneurship training.
- Support the establishment and oversight of Savings and Lending groups, including selection of participants, group formation, and monitoring.
- Coordinate with local CSOs and CBOs to secure training venues, mobilize communities, and promote participant engagement.
- Monitor referrals and linkages to social protection and childcare service providers.
- Participate in project planning meetings, contributing to the development of implementation plans, tools, and training materials.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist field officers in their efforts to reflect on project experiences.
- Collaborate with MEAL staff to ensure accurate data collection, documentation, and reporting.
- Conduct regular field visits to monitor activities and support quality improvement.
- Support accountability through coordinating project evaluation activities and assisting field officers and local partners in their efforts to collect and analyze project data per specified mechanisms and tools.
- Collaborate with Field Officers to prepare reports, as per the established reporting schedule.
- Collect information on staff capacity needs and technical assistance needs and monitor capacity building and technical support activities to ensure effective impact.
- Maintain thorough documentation of assigned project activities. Identify information and support the preparation of case studies, success stories, assessments, and learning documentation.

Monitoring, Evaluation, Accountability and Learning Support:

- Collects quality data using MEAL tools on a timely basis.
- Manages database to ensure accessibility and reliability of information.
- Communicates key project information and results with community members, colleagues, and stakeholders.
- Contributes to reflective community-based conversations on ongoing project interventions.
- Shares insights and perspectives based on observations and interactions with community members, colleagues, and stakeholders.

Required Background and Experience:

Education and Experience

- Bachelor's degree in international relations, business, economics, or a related field.
- Minimum of three years of work experience in project support. Experience in the field of Livelihood, including microfinance, would be a plus.
- Staff supervision experience.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Observation, active listening, and analysis skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners and community members.
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.
- Proactive, results-oriented, and service-oriented

Required/Desired Foreign Language Excellent Arabic and English language skills, written and verbal.

Travel Required Travel required to site visits in Gharbia Governorate, estimated at 60%.

Safeguarding Policy

CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to attend a safeguarding orientation and then sign and adhere to the CRS Safeguarding Policy and Code of Conduct.

Key Working Relationships:

Supervisory: Field Officers.

Internal: Project Manager, Senior Quality Officer, Administrative Assistant, MEAL Project Officer, Program Manager, and other programmatic support positions.

External: Local and international organizations, service providers, community leaders, and other local actors.

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 look 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