

CRS JOB DESCRIPTION

Position Title: Education Project Manager

Department: Education

Compensation Band: Grade 9

Reports to: Education Program Manager

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 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:

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist the achievement of Education project objectives funded by UNHCR and other donors, advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of both Education and cash transfer programming will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of this project. 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 Manager will lead activities for interventions including improving the quality of education; education enrollment and financial assistance; capacity building programs; school assessments; and complementary educational programs.

Roles and Key Responsibilities:

- You will lead technical, budget management, monitoring and reporting activities through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good 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 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 donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for the Education sector

- Coordinate activities required for ensuring 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 preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.

Basic Qualifications

- Bachelor's Degree required. Master's Degree in International Relations or in the field of Education would be a plus.
- Minimum of 5 years of work experience in project management, ideally in the field of Education and for an NGO.
- Additional experience may substitute for some education.

Required Languages – fluency in Arabic and English (written and spoken)

Travel – must be willing to travel within and outside of Cairo up to 30%.

Knowledge, Skills and Abilities

- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with local stakeholders. Representation abilities.
- Ability to contribute to written reports
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Preferred Qualifications

- Relevant grant management experience
- Staff supervision experience.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Ability to contribute to the development of technical proposals, a plus.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

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 & Stewardship

Supervisory Responsibilities (if none, state none): This project will supervise up to 4 Project Officers and Senior Project Officers.

Key Working Relationships:

Internal Other Education Project Managers, MEAL team, Finance, Procurement, HR, and Admin team members, Head of Programs, Education Consultant

External Donor, peer organizations, Refugee Community Schools, Egyptian public schools, Ministry of Education and other Egyptian government entities

****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 is an Equal Opportunity Employer