

CRS JOB DESCRIPTION

Job Title: Field Officer (contingent upon funding)

Department: Livelihoods Program

Compensation Band: Grade 5

Reports To: Project Officer

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 Field Officer will provide support for field-level implementation of livelihoods activities in Gharbia by working closely with local Civil Society Organizations (CSOs) and Community-Based Organizations (CBOs). The Field Officer will conduct frequent field visits to project sites to implement some of the project activities, follow-up on implementation and provide hands-on support to partners, and ensure that activities are carried out effectively and according to the project's workplan. Under the guidance of the Project Officer, the Field Officer will help troubleshoot challenges in the field, monitor participation and progress, and gather feedback and data to inform ongoing improvements

Job Responsibilities

- Support outreach efforts in collaboration with CSO and CBO partners and ensure smooth and efficient referral of project participants to services.
- Assist partner organizations in ensuring operational and technical readiness prior to the delivery of key activities, by confirming venue arrangements, trainer availability, materials distribution, and overall implementation conditions.
- Observe selected entrepreneurship trainers during Training of Trainers (ToT) sessions to help ensure the training is delivered effectively and that learning objectives are met.
- Establish Savings and Lending groups, ensuring proper group formation, governance, regular contribution meetings and bookkeeping-focused training.
- Support the coordination and monitoring of project activities on the field level, ensuring implementation schedules are met, as per the detailed activity plan, and ensuring adherence to systems for quality project implementation.
- Facilitate access of project participants to social protection and childcare services through referrals.
- Maintain comprehensive records of project activities and participants engagement.
- Compile data provided at the community level as per project requirements and contribute to the preparation of reports, assessments, evaluations, learning documentation, and success story identification.

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.
- Two years of work in community development and mobilization.
- Previous experience in working with partners and delivering training topics related to entrepreneurship, and financial literacy or group formation is preferred.
- Experience with word processing, data entry into online databases and forms, and working with various office equipment.

Personal Skills

- Observation, active listening, and analytical skills with ability to make sound judgment.
- Good interpersonal skills and the ability to interact effectively with diverse groups.
- Proactive, results-oriented, and service-oriented.
- Appropriate time management skills with ability to work on multiple tasks.
- Personal ability to deal, in a humble and dignified way, with a vulnerable segment of beneficiaries.
- Good interpersonal skills and ability to work smoothly in a multi-cultural environment while building a good teamwork spirit.
- High tolerance rate for working under pressure and dealing with diversified cultures and tense situations.

Required/Desired Foreign Language Excellent command in English and Arabic.

Travel Required to site visits in Gharbia Governorate, estimated at 70%.

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: Consultants (based on need).

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

External: Local and international organizations, service providers, 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.

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