

CRS JOB DESCRIPTION

Job Title: Field Officer – Livelihoods

Department: Livelihoods

Band: 5

Reports To: Project Officer

Country/Location: Maadi CRS Office, Greater Cairo, Egypt. Frequent travel to Alexandria.

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.

Project Description

The “Livelihoods and Social Cohesion Support for Sudanese youth” project will support 100 Sudanese youth in the North Coast of Egypt to address both their livelihood needs and social cohesion challenges. By providing vocational training and small enterprise development, the program will empower Sudanese youth, aged 18-24, while also promoting positive interactions between the Sudanese community and the Egyptian host community, particularly in areas with reported social tensions.

Job Summary:

As a member of the “Livelihoods and Social Cohesion Support for Sudanese youth in the North Coast” project, you will support the achievement of project’s objectives and implementation by working directly with vocational training applicants and participants (refugees and Egyptians), TVET service providers, Community-based organizations and community members. You will coordinate various project activities and events in support of Catholic Relief Services’ (CRS) work to serve the poor and vulnerable. You will be responsible for the outreach, intake, and selection of project participants, as well as training, follow-up coaching and social support activities. Your service and community relations skills ensure that local partners and communities are actively involved in the project. Under the supervision of the Project Officer, you will facilitate all livelihood field activities and support other functions.

Job Responsibilities:

- Deliver and monitor outreach activities which include information sessions, through different channels, to promote for the project and reach out to interested candidates.
- Provide recommendations on vocational training quality.
- 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.
- Deliver different trainings including employability skills, entrepreneurship training, and safeguarding sessions to project participants in addition to social cohesion activities to project participants.
- Support beneficiaries throughout the project's life cycle, helping them to apply techniques promoted in the training and problem solve during the implementation of their business plan.
- Conduct regular data collection for project monitoring. Data will be collected through different activities that include, but are not limited to, follow-up calls, field visits, coaching, peer support, etc.
- Maintain beneficiaries' records.
- Coordinate communication and facilitate information sharing among the project team, implementing partners, and project beneficiaries at the community level.
- Coordinate, monitor, and report on consultants' activities.
- Compile data provided at the community-level, as per project requirements, and contribute to the preparation of reports, assessments, and evaluations.

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 relevant field.
- Two years of work in community development interventions.
- Experience in TVET, entrepreneurship and employability interventions will be considered as an asset.
- Experience with word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in MS Office (Excel, Word, PowerPoint) and information management systems. Proficient in Word.

Personal Skills

- Observation, active listening, and analysis 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 good teamwork spirit.

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

Travel Required Travel required to TVET centers, and community-based organizations in Alexandria 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.

Internal: Project Officer, Project manager, Partnerships officer and Senior Quality Officer, MEAL Field Officer, MEAL Project Officer, Program Managers, 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.

***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's 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