

CRS JOB DESCRIPTION

Job Title: Field Officer (Contingent upon Funding)	Reports to: Project Officer
Department: Livelihoods Program	Salary Grade: 5

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

As a member of the Livelihoods team, you will assist project implementation by working directly with vocational training applicants and participants (refugees and Egyptians), participants seeking wage or self-employment opportunities, 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 feed into and benefit from the project that consistently applies best practices and continuously works towards improving its impact. 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, entrepreneurship, employability skills and career advising sessions quality.
- Support the coordination and monitoring of project activities at the field level, ensuring implementation schedules are met, as per the detailed activity plan, and that adherence to systems for quality project implementation is strengthened.
- Deliver different training sessions, including employability skills, entrepreneurship, and safeguarding, to project participants.

- Support beneficiaries throughout the project lifecycle by helping them apply techniques introduced during training and coaching them during the implementation of their business plans.
- 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.
- Liaise with various community stakeholders and mobilize them to ensure full involvement of community leaders, community representatives, and local government representatives in the overall implementation and improvement of project activities.
- In coordination with the project team, support capacity building events for community representatives.
- 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.
- Other related duties, as assigned.

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 required. Degree in International Relations, Political Science, Economic Development or a related field would be a plus.
- Minimum of two years of relevant project support experience preferably in the fields of technical and vocational education and/or livelihoods, with a focus on self-employment and wage employment interventions.
- 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 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.
- Demonstrated ability to deal respectfully and empathetically with vulnerable beneficiaries.

Required/Desired Foreign Language

Fluent in written and spoken Arabic and good command in English.

Travel

Based in CRS Office in Maadi, with field work in Greater Cairo estimated at 70%.

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.

Key Working Relationships

Supervisory: Community Consultants

Internal: Project Officer, Project manager, 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 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.

Equal Opportunity Employer