

Job Title: Senior Project Officer	Reports to: Program Quality and Support Manager
Department: Programs	Salary Grade: 8

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 CRS Regional Safe Returns project supports Syrians in Egypt, Jordan, and Lebanon to access pre-return services that enable their voluntary, safe, and dignified return and sustainable reintegration in Syria, in full respect of human rights.

Through the safe returns project, you will manage, monitor, and report on all project activities in support of CRS's work serving refugees and asylum seekers in Egypt. You will also lead activities to strengthen the capacity of the partner in Alexandria and Damietta.

Job Roles and Responsibilities:

- Effectively manage CRS' relationships with project partners, including ensuring the fulfillment of mutual MOUs and agreements. Responsibilities include:
 - a. Lead efforts with partners to design new initiatives and collaborative work with CRS.
 - b. Conduct frequent and consistent check-ins and regular meetings with partners, including field visits.
 - c. Ensure effective implementation of activities outlined in partner MOU and agreements.
 - d. Support the partners in meeting technical and financial reporting deadlines, ensuring quality report content and timely submission.
 - e. Support partners in establishing and maintaining basic MEAL systems for their projects. Lead formal partnership monitoring, including quarterly and annual project review and planning meetings in collaboration with Monitoring, Evaluation, Accountability and Learning (MEAL).
- Coordinate and oversee working relationships with other project stakeholders including the CRS regional team, donor and other institutions across Egypt, and refugee youth and community leaders; and serve as the liaison between them and the project team to drive project activities and impact.
- Ensure quality project implementation in line with CRS program quality principles and standards, donor requirements, and good practices.
- Ensure that learning properly accompanies project activities throughout the project cycle. Support accountability by coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.

- Design, coordinate, and implement technical and institutional support activities for partner staff, including areas such as finance, HR, procurement, and risk and compliance, as needed.
- Supervise and conduct ad-hoc inspections of various processes and resources at project sites to ensure timely implementation of project activities and adherence to established process standards and procedures. Ensure proper tracking of resource use for project activities through regular budget reviews and follow-up with partners and project staff.
- Ensure effective budget management and conduct regular budget reviews to facilitate proper tracking of resource use, and ensure all staff and partners are well versed in financial pipeline management.
- Ensure project documentation for assigned activities is complete with all required documents, per agency and donor requirements. Lead documentation of case studies and promising practices.
- Support compliance with agency MEAL requirements, providing input into the MEAL system design and review discussions in addition to supervising quality data collection and management activities.

Basic Qualifications

Education and Experience

- Bachelor's degree in international relations or a related field
- Minimum of four years of work experience in project management, ideally with local partners and for an NGO.
- Previous experience in refugee and migration affairs is highly desirable.
- Experience working with partners, particularly on capacity building and participatory action planning.
- Staff supervision experience.
- Experience monitoring projects and collecting relevant data. Experience analyzing data and contributing to evaluation reports.
- Experience with project design and proposal development a plus.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Critical thinking and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented.
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.
- Ability to work with individuals from diverse cultures and handle tense situations.

Required/Desired Foreign Language

Excellent English and Arabic language skills, written and verbal.

Travel - Must be willing and able to travel up to 30% within Cairo, Alexandria, and Damietta.

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 looks 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.

Key Working Relationships:

- **Supervisory:** Field Officers
- **Internal:** Head of Programs, Program Quality Manager, MEAL Officers, MEAL Manager, Operations team, Risk & Compliance team, and other programmatic support positions.
- **External:** Local partners, service providers, community leaders and other local actors.

****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 prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.

CRS is an Equal Opportunity Employer