

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, Cairo, 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 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.

Under the "Pathways to Self-reliance" project, the Livelihoods Program supports vulnerable urban refugees, migrants, and Egyptian host community members in Greater Cairo. The project aims to establish sustained sources of income by integrating vocational training, small enterprise development, business coaching, phased seed grants, private sector engagement, and local market linkages.

Job Summary

The Field Officer will facilitate and coordinate the execution of livelihoods, vocational, and small enterprise activities in direct coordination with project participants, community trainers, local partner organizations, and private sector actors. Under the supervision of the Livelihoods Project Officer, the Field Officer will oversee day-to-day operations for vocational skills training, Small Enterprise Development (SED) courses, business plan coaching, seed grant disbursements, networking events, and market linkage initiatives (including digital marketing and business formalization support). The Field Officer ensures activities are implemented efficiently, on schedule, and in full alignment with agency quality standards.

Job Responsibilities

- Coordinates and monitors field-level training activities, including vocational skills development, Small Enterprise Development (SED) training, and digital business modules. Coordinates with community trainers and external technical experts to ensure smooth scheduling and delivery of training sessions.
- Assists in the administrative and logistical management of business start-up seed grants. Verifies eligibility criteria, supports the verification process for phased grant disbursements, and assists in organizing field-based verification visits to ensure proper business utilization of funds.
- Facilitates market linkage activities, including connecting participants to private sector actors, social enterprise initiatives, and specialized industry experts to enhance product quality. Assists in organizing networking events between project participants and established local entrepreneurs.
- Conducts routine field follow-ups, business site visits, and monitoring checks for grant recipients to track business performance, operational sustainability, and ongoing coaching needs.

- Serves as a primary field liaison with local partner organizations, community structures, training centers, and market actors. Supports participant mobilization and registration across business training and technical skill pathways.
- Compiles field activity reports, tracks attendance records, documents success stories of business owners, and provides regular progress updates to the supervisor. Flags operational issues or field risks immediately to project leadership.
- Performs other related operational and programmatic duties as assigned.

Monitoring, Evaluation, Accountability and Learning Support

- Collects high-quality monitoring data using standard digital tools (for example, CommCare) for training attendance, grant tracking, and post-grant performance monitoring.
- Maintains accurate project databases, participant rosters, and verification records.
- Supports compliance with agency, donor, and MEAL monitoring guidelines.
- Participates in quarterly learning and reflection sessions to share field insights and contribute to adaptive project adjustments.

Required Background and Experience

Education and Experience

- Bachelor's degree in Business Administration, Economics, International Development, Social Sciences, or a related field.
- Minimum of two (2) years of professional field experience implementing livelihoods, micro-enterprise development, vocational training, or economic strengthening projects, preferably with an NGO.
- Demonstrated experience in organizing field activities, monitoring micro-grants or small businesses, and facilitating training activities.
- Experience with mobile data collection tools, database entry, and standard MS Office applications (Excel, Word, PowerPoint).

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 field travel within Greater Cairo for training observation, business site visits, and market linkage activities, estimated up to 60% of work time.

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: Community Trainers / Consultants (based on project needs).

Internal: Project Officers, 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