

CRS JOB DESCRIPTION

Position Title: Livelihoods Project Manager (contingent upon funding)

Department: Livelihoods Program

Compensation Band: Band 9

Reports to: Livelihoods Program Manager

Country/Location: CRS Maadi Office, Egypt (with frequent travel to Gharbia)

Background

The CRS Egypt country program (CP) began in 1956 at the invitation of the 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. CRS Egypt works in a wide variety of areas within the development field.

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 the project lead, you will plan, monitor and report on all project activities in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist in the achievement of the Livelihoods Program objectives. Your project management skills and knowledge of the program area will ensure that the country program delivers high-quality programming and continuously works towards improving the impact of this project.

Job Roles and Responsibilities:

- You will lead technical, budget management, monitoring and reporting activities through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy
- Proactively identify issues, report them to inform adjustments to plans and implementation schedules
- Engage and strengthen partnerships relevant to the project, applying appropriate partnership concepts, tools and approaches
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for the project.

- Coordinate activities required for ensuring the financial, material, and human resources for the quality implementation of the project. Conduct periodic budget reviews and preparation of financial reports to facilitate proper tracking of resource use.
- Identify staff capacity and technical assistance needs and contribute to capacity strengthening and required interventions to support quality project implementation
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements
- Support compliance with agency and donor MEAL requirements. Provide input to MEAL system design and review discussions.
- Contribute to simple analyses and reflective discussions on ongoing monitoring data. Contribute initial findings and implementation-based insights to project discussions.
- Other related duties, as assigned

Basic Qualifications:

Education and Experience

- Bachelor's Degree required. A master's degree in international relations or in the field of economics or business would be a plus.
- Minimum of five years of work experience in project management, in the field of livelihoods including microfinance, and for an INGO.
- Experience in managing sub-recipient awards would be a plus.
- Staff supervision experience
- Experience working with stakeholders at various levels and strengthening community partnerships
- Experience in budget management, procurement, and MEAL monitoring
- Ability to contribute to the development of technical proposals would be a plus
- Experience analyzing data and contributing to evaluation reports
- Experience in MS Office package (Excel, Word, PowerPoint) and information management systems; proficient in Word

Personal Skills

- Observation, active listening, critical thinking, and creative problem-solving skills with ability to make sound judgment.
- Strong time management skills with ability to work on multiple tasks
- Good relationship management skills and the ability to work closely with local partners and community members
- Proactive, resourceful, solutions-oriented, and results-oriented
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities

Required Languages: Excellent command of English and Arabic, written and spoken.

Travel Required: Travel required to site visits in Gharbia Governorate, estimated at 50%.

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: 1 Project Officer

Internal: Livelihoods Program Manager, Field Officers, CRS Egypt Livelihoods team members, MEAL team members, and CRS support functions (finance, procurement, HR, and Admin)

External: Community Members, donor representatives, Implementing Partners, CBOs.

Agency-wide Competencies (for all CRS Staff)

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.

- Integrity
- Builds Relationships
- Continuous Improvement & Innovation
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Agency Leadership Competencies:

- **Lead Change** – Continually look 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.

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