

CRS JOB DESCRIPTION

Position Title: Education Project Manager

Department: Education Program

Compensation Band: Grade 9

Reports to: Education Program Manager, Education Program

Country/Location: CRS Maadi Office, Egypt

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 has three main programs: education assistance program and livelihoods program for refugee support, and local partnership. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting gender equity, peace and tolerance, educational grants for refugees and assistance to refugee community schools, and technical support and start-up funds for refugee and vulnerable Egyptian entrepreneurs. Additional programming includes Emergency Preparedness and Response projects that arise as needed. The Operations department, supported by a regional Management Quality unit, ensures the country program develops and maintains the highest level of operational standards.

CRS Egypt currently holds a main office in Garden City, Cairo, and the refugee support sub-office in Maadi with activities in Greater Cairo, Upper Egypt, and the North Coast.

Job Summary:

The Education Program supports over 50,000 refugee and asylum seeker children with access to basic and higher education opportunities through a financial grant program and improves the quality of education received by students through a variety of complementary educational programs and initiatives to improve the learning outcomes of students. These two components of the annual program require a substantial full-time staff as well as consultants who assist in project implementation periodically throughout the year.

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist in the achievement of the Education Program objectives advancing CRS's work serving the poor and vulnerable. 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 Education Project applying appropriate application of 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 Education 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. Master's Degree in International Relations or in the field of Education would be a plus
- Minimum of five years of work experience in project management, ideally in the field of education and for an NGO; additional experience may substitute for some education
- Relevant grant management experience
- 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, 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.

Travel Required: Job requires approximately 20% travel to field (defined as outside of Cairo metropolitan area, including Upper and Lower Egypt) to implement and assist partners and follow up on projects. More frequent travel required to sites within Cairo metropolitan area.

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: Project Officers and Field Officers

Internal: CRS Egypt Education Team members, Education Program Administration Team, and CRS support functions (finance, procurement, IT, HR, and Admin)

External: Community Members, Ministry of Education in Egypt, donor representatives and donor Implementing Partners

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

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.