**REGIONAL MANAGER – JOB DESCRIPTION TEMPLATE (JDT)**

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| **Qualities** | **Description** |
| **Summary** | * The Regional Manager (RM) will assume responsibility of managing and contributing to high quality implementation and successful management of regional projects involving multiple CP’s/LO’s and managing relationships with projects’ partners in support of the awarded grant. Under the supervision and guidance of the supervisor (CR, DRD PQ, etc) and supported by project staff in multiple CP’s/LO’s, the RM will be responsible for overall management, implementation and monitoring and evaluation of all grant/project activities under his/her supervision, as per detailed implementation and M&E plan. S/He will be providing technical support to projects teams in CP’s/LO’s and to all implementing partners in all geographical areas as assigned by the grant/project. The RM will lead the projects teams, and maintaining relationships with other program staff in CP’s/LO’s, donor agency and local governments as needed. |
| **Key Responsibilities** | **Program Quality and Management:**   * Oversee specific and clearly defined regional grants/project activities as indicated in the donor agreements or scope of works, successful implementation, M&E, including here financial, programmatic, and staffing responsibilities, as agreed with the CRS CP’s/LO’s managements. * Serves as point person for the regional grant/project, and provides strategic and technical leadership to each of CP’s/LO’s and partners for all components of the awarded grant/project. * Leads the planning of the regional project activities and set high quality performance targets ensuring adherence to technical standards, best practices and donor guidelines. * Use appropriate project management tools to plan, review and track progress on projects implementation as well as on the utilization of project resources – in specific enhancing online management. * Oversee the work of grant/project teams in each of the CP’s/LO’s, during the preparatory works, assessments, technical requirements, selection of external entities and ensuring compliance with CRS agreements, donor regulations and with statutory and technical legislation issued by appropriate governments authorities. * Ensure the development and implement strong M&E systems using appropriate CRS tools and resources to maximize project impact on beneficiaries. * Continuously support the professional development of his/her teams in all locations, by providing adequate mentoring, clear orientation, feedback and learning opportunities. * Identify technical assistant needs for CRS and partners and take the lead in developing SOWs and follow up with potential TA from the region and/or external expertise as appropriate. * Oversee management and maintenance of up to date documentation related to all projects approvals, monitoring and implementation in both hard and soft copies versions. * Promote strong linkages and exchange within CRS CP/LPs engaged in the programming to ensure the sharing of best practices and expertise. * Closely monitor events in all CP’s/LO’s (humanitarian situation, politics, and security, etc.), in order to identify other potential programming areas and new (strategic) partners for CRS. * Utilize use of ICT4D, technology and other contemporary systems in support of the project management and quality implementation.   **Partnership and Capacity Building**   * Establish and maintain excellent collaborative working relationships with local partners in all locations. * Manage relationships, negotiations and intensive communication efforts with partners in all phases of grant/project implementation, facilitates coordination with partners, including knowledge management, learning and capacity building for partner staff. * Promote the involvement of partners at all stages of the project cycle. * Identify both PQ and MQ capacity building needs and organize relevant support via follow up with CR’s, HOP’s, EMECA and/or other CRS support as needed. * Coordinate any support from the CP’s/LO’s and the region for ensuring strong communication with and support to partners.   **Programmatic Reporting**   * Ensure timely and quality preparation of donor project narrative reports, quarterly performance indicator tracking tables, baseline and final evaluation reports, as well as other reports needed/required by the local governments, donors, the region or headquarters as per reporting schedule. * Advise senior management in all CP’s/LO’s about issues affecting project implementation, or key local issues affecting future grants/projects developments.   **Budgeting, Financial Planning and Compliance**   * Ensure proper financial management systems are in place and followed in coordination with the CP’s/LO’s based finance team/departments and with regional finance structure. * Ensure grant/project management compliance with donor regulation. * Ensure the review and timely submission of financial reports by partners working in close coordination with the finance team and other resource management staff in CP’s/LO’s. * In collaboration with HOP’s, HOO’s and CR’s and the finance staff/departments, review and analyze budget comparison reports and take necessary steps to ensure proper management and utilization of grant/project budgets. * Ensure that systems are in place for the management of equipment and local procurement activities in support to grant/project successful implementation.   **Representation, Coordination, and Communication**   * Manage participation in team meetings (online), staff meetings, and program (technical) meetings with other implementing NGOs/Government agencies and institutions. * Ensure systems are in place for the proper documentation of meetings and timely circulation of resulting information/outcomes. * Help with the coordination of visits of CRS, donor and partner staff as needed. * Ensure CRS representation to local government’s authorities and Donors related to grant/project. * Coordinate with other peers all activities in support of the grant/project. * Undertake donor liaison in the field as required in support of senior management. * Mediate as necessary among local actors during project life.   **General Programming**   * Actively participate in the design and implementation of CRS projects, as needed and instructed by regional management. * Participate in information sharing and transferring skills and knowledge within the CP/LO when appropriate, and collaborate with other division managers to ensure sound communication with partners and project activities are implemented in all its cycles * Provide support to other peers in the CP’s/LO’s and in the region as needed.   **Supervisory Responsibilities:**   * Supervise and mentor grant/project staff working on specific-based activities/sectors. * Ensure timely and quality adherence to CRS Performance Management System for all staff under his/her supervision. * Preparation of employee job descriptions, performance plans and performance appraisals for projects officers/assistants that are engaged for specific clearly defined projects in coordination with other HOP and other program management. * Ensure that CRS grant/project staff have the equipment and logistical support needed to carry out their roles/responsibilities. * Contribute to the planning and implementation of capacity building for grant/project based staff. |
| **Key Working Relationship** | **Supervisory:**  Grant/project team members/staff in all CP’s/LO’s  **Internal:**  CR’s, CP/LO based Program Managers, HOP, HOO, Operations and Finance Departments, EMECA regional staff (DRD PQ, RD, DRD MQ, etc), TA’s and ERT staff (as appropriate).  **External:**  Local partner organizations in countries; local and international organizations; municipal government officials and occasional contact with state government officials in countries; partner organization, door representatives, community leaders and other local actors. |
| **Agency-wide Competencies** | 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.   * Serves with Integrity * Models Stewardship * Cultivates Constructive Relationships * Promotes Learning |
| **Program Quality Competencies** | * Builds and Leads Effective Teams * Supervises and Develops Program Staff * Leads Growth in Programs * Focuses on Quality |
| **Personal Skills** | * Demonstrated strong ability with multiple project grants management, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc. * Ability to work independently, but also coordinate effectively as part of a team. * Ability to lead a multi-cultural team with a high level of respect for local culture. * Strong analytical and organizational skills. * Experience with capacity strengthening and partnership building. * Capacity to work closely with, understand, and support local Church partners. * Excellent written and spoken communication skills in English. * Strong written and spoken communication skills in local language. * Strong computer skills (MS Word, Excel, Outlook and Power Point). * Experience in working with grants funded by USG, UN Agencies preferred. * Knowledge of CRS and Sphere emergency guidelines. * Ability and willingness to work and live in diverse, challenging, complex, and potentially unstable environment. |
| **Qualifications** | * PhD/Master degree in a directly related field, such as operations research, quantitative analysis, etc.; significant work experience in a directly related field will be considered in lieu of graduate degree. * Minimum of Seven years work experience in development and/or emergency programs * Demonstrated experience in community mobilization, organization and mediation among local actors * Excellent writing and communication skills in both English and the appropriate local language * Strong cross-cultural skills and experience working with people from different ethnic/cultural backgrounds * Demonstrated capacities to establish and maintain strong, collaborative working relationships with donors, government officials, local organizations, communities and other stakeholders * Proven ability to multi-task and meet deadlines * Proven ability to develop proposals and write reports meeting donor requirements * Must be able to work independently and represent CRS * Proficiency in computer applications (MS Word, Excel) * Willingness to travel   **Foreign Language Required:**   * English, local languages preferred |
| **Disclaimer** | * This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. |

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| Employee | Name | Signature | Date |
| Supervisor | Name | Signature | Date |
| CR or Designate | Name | Signature | Date |