**FIELD MANAGER 2 – JOB DESCRIPTION TEMPLATE (JDT)**

|  |  |
| --- | --- |
| **Qualities** | **Description** |
| **Summary** | * The Field Manager 2 (FM 2) will assume responsibility of managing and contributing to high quality implementation and successful management of relationships with the project partners in support of the awarded grant/s in given location. Under the supervision and guidance of the supervisor (PM 2, HOP, CR, etc) and supported by project staff, the FM 2 will be responsible for overall management, implementation and monitoring and evaluation of all grants/projects activities as per detailed implementation and M&E plans. S/He will be providing technical support to implementing partners in all geographical areas as assigned by the grants/projects in the given location. The FM 2 will lead the project and administration team, and maintaining relationships with other program staff in CP/LO, donor agency and local government.
 |
| **Key Responsibilities** | **Program Quality and Management:*** Oversee specific and clearly defined grants/projects activities as indicated in the donor agreements successful implementation, M&E, including here financial, programmatic, and staffing responsibilities, as agreed with the CRS CP/LO management.
* Serves as point person for the all grants/projects, and provides strategic and technical leadership to CRS Field Office and partners for all components of the awarded grant/project.
* Lead the planning of 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 project implementation as well as on the utilization of project resources.
* Oversee the work of the grants/projects teams during the preparatory works, assessments, technical requirements, selection of external entities in support of the grant/project and ensuring compliance with CRS agreements and with statutory and technical legislation issued by appropriate government 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 team by providing 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/external as appropriate.
* Oversee management and maintenance of up to date documentation related to project approvals, monitoring and implementation in both hard and soft copies
* Promote strong linkages and exchange with other CRS offices engaged in programming to ensure the sharing of best practices and expertise.
* Closely monitor events in the field (humanitarian situation, politics, and security, etc.), in order to identify other potential program areas and partners for CRS.
* Utilize use of ICT4D, technology and other contemporary systems in support of the project implementation.

**Administration and Support*** Supervise and coach the office support staff and provide regular oversight and guidance for timely completion of all key MQ functions for the office.
* Facilitate a clear working relationship/division of roles and responsibilities within the office between programming and administrative support staff.
* Ensure that risk mitigation strategies are undertaken, aligned to CRS requirements (providing feedback to agency Risk Disclosure Report, donor and local law.
* Facilitate preparation, renewal and termination of all national staff employment contracts.
* Manages administration and filing systems for the projects to ensure proper documentation of the projects.
* Provide relevant information to Security Point Person in the country program on events/situation in the field that may affect CRS operations and staff.

**Partnership and Capacity Building*** Establish and maintain excellent collaborative working relationships with local partners.
* 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, EMECA and/or other CRS support.
* Coordinate any support from the CP/LO 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 government, donors, the region or headquarters as per reporting schedule.
* Advise senior management about issues affecting project implementation, or key local issues affecting future grant/project developments in the field.

**Budgeting, Financial Planning and Compliance*** Ensure proper financial management systems are in place and followed in coordination with the CP/LO based finance team/department.
* 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/LO.
* In collaboration with HOP, HOO and CR and the finance staff/department, 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** * Take part in regular team meetings, staff meetings, and program (technical) meetings with other implementing NGOs/Government agencies and institutions in the field.
* 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 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 senior 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/LO 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:** Grants/projects teams members/staff, Field Office Staff**Internal:**CR, CP/LO based Program Managers, HOP, HOO, Operations and Finance Departments, EMECA region staff and TA’s and ERT staff (as appropriate).**External:**Local partner organizations; local and international organizations; municipal government officials and occasional contact with state government officials; 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 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 and potentially unstable environment.
 |
| **Qualifications** | * 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 five 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 language preferred
 |
| **Disclaimer** | * This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.
 |

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