**PROJECT OFFICER 2 – JOB DESCRIPTION TEMPLATE (JDT)**

|  |  |
| --- | --- |
| **Qualities** | **Description** |
| **Summary** | * The Project Officer 2 (PO 2) will assume responsibility for working with the local partners in support of the awarded grant/ Project. Under the supervision and guidance of the supervisor and in close cooperation with other POs (as applicable) working on this project, the PO 2 will be responsible for implementation of grant/project activities as per detailed implementation plan, and providing technical support to implementing partners in all geographical areas as assigned. The PO 2 will work as part of the project implementation team led by the Grant/Project management, and maintaining relationships with other program staff in CP/LO. |
| **Key Responsibilities** | **Grant/Project:**   * Plan and implement project activities outlined in the detailed implementation plan. * Facilitate, organize and support project activities, including research and monitoring, oversee work of the technical support as needed, personal assistance and capacity building for project partners. * Mobilize and suggest local actors for inclusion in the project, and maintain external relationships that will be beneficial to the project * Establish and maintain excellent collaborative working relationships with local partners, serving as the main contact person between the next level management and the local partner by providing regular updates and maintaining field reports. * Support local partner in organization, set-up and functioning, including here work plans, project implementation plans, technical assistance, monitoring and evaluation plans, and budget management, such as advances and liquidations for implementing partner organizations. * Follow-up and strengthen the project Monitoring and Evaluation plan for the grant/project * Plan meetings with the local partner with set agendas and outputs, and monitor their activities in the field, including here compliance and financial monitoring. Work with them to find solutions and methodologies to overcome grant/project challenges * Adhere and remain compliant at all times with CRS policies and procedures and donor regulations. * Timely reporting to next level management as per strict reporting schedule all project concerns, questions, requests, and challenges. * Advise management about issues affecting project implementation, or key local issues affecting future project developments. * Occasionally host donor representatives or CRS visitors, and represent CRS and the project to various internal audiences in relevant CP/LO. * Maintain administration and filing systems for the project, including minutes, mailing, copying, etc. * Perform other duties as required by the supervisor and CR.   **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.   **Internal Coordination and Communications**   * Take part in regular team meetings, staff meetings, and program (technical) meetings with other implementing NGOs/Government agencies and institutions. * 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. |
| **Key Working Relationship** | **Supervisory:**  Assistant Project Officer, Project Officer 1  **Internal:**  Project Manager; Senior Project Officers; CRS CP/LO staff; RTAs (M&E, Advocacy, Civic Participation, Conflict Transformation, etc); HOP, HOOs  **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** | * Excellent interpersonal skills with a strong team work and beneficiary/local partner-service focus; able to work with diverse groups of people as a member of multi-cultural teams, both as team leader and team member; * Communicative and dynamic/skilled in obtaining information from staff and/or external partners and potential sponsors as necessary to accomplish duties. * Demonstrated strength in partner relationships; diplomatic and able to manage conflicts and to move groups toward consensus * Demonstrated ability to transfer knowledge and skills formally and informally to diverse audiences; * Patience and dedication to strengtening local partner organizations and working with partners in a spirit of authentic partnership; * Able to prioritize work, multi-task and control processes. * Strong representation, presentation and communication skills. * Able to work diligently and independently. * Ability to work in a team work environment and coordinate team work. * Ability to work under pressure with short deadlines. * Maturity, diplomacy, tact and discretion, with strong negotiation skills. * Ability to remain calm and professional in tense situations * Comfortable working within a Roman Catholic organization and upholding the principles of Catholic Social Teaching. |
| **Qualifications** | * Graduate 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 three 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 |
| **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 |