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

|  |  |
| --- | --- |
| **Qualities** | **Description** |
| **Summary** | * The Senior Project Officer (SPO) will assume responsibility of managing awarded grant/project, project staff and relationship with the local partners in support of the awarded grant/project. Under the supervision and guidance of the supervisor and supported by project staff working on this project, the SPO will be responsible for management, implementation and monitoring and evaluation of grant/project activities as per detailed implementation and M&E plan. S/He will be providing technical support to implementing partners in all geographical areas as assigned by the grant/project. The SPO will lead the project 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 grant/project activities as indicated in the donor agreement 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 grant/project, and provides strategic and technical leadership to CRS CP/LO 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 grant/project team 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 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. * Maintain up to date documentation related to project approval, monitoring and implementation. * Promote strong linkages and exchange with other CRS CP/Los engaged in programming to ensure the sharing of best practices and expertise. * Closely monitor events in CP/LO (humanitarian situation, politics, and security, etc.), in order to identify other potential program areas and partners for CRS.   **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.   **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. * 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:**  Grant/project team members/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 |
| **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 |