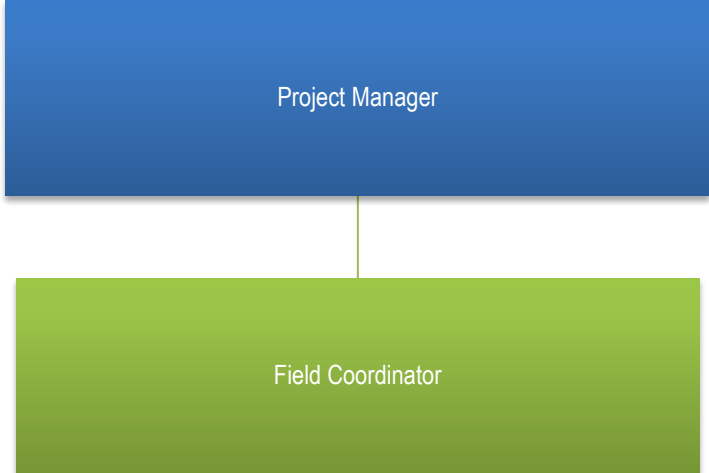


Position Name (Title) :	Field Coordinator	Position Level:	TBD
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	0
Version:	01	Sector /Department/Section :	Programs

Position Reporting Lines



Main Job Purpose

- Manage Operations in the field to ensure the achievement of projects' expected results and contribute in the achievement of projects objectives to achieve program impact.(at the technical and operational levels)

Objectives

- Ensure quality field implementation of project action plans.
- Budget Monitoring for all Field Activities
- Coordinate implementation with local stakeholders.
- Ensure the data collection and monitoring tools are being implemented as per the M&E plan.
- Prepare and draft reports on implementation of field activities

Accountabilities

Operational and Technical Levels

- Operational level:
 1. Manage and coordinate implementation at the field level with all local stakeholders.
 2. Monitor and support the implementation and timeliness of ongoing project activities implemented by local partners to ensure quality, to reach the overall project goals and impact by managing local partners' budget and spending.

- Technical level:
 1. Assist the Project Manager in project annual planning to develop the monthly planning
 2. Communicate with other Program staff to ensure cross learning in order to support the Program in reaching its overall goal as well as support the program in developing and implementing program activities.
 3. Develop and maintain networks and sound relationships with local governments, partners and possible other key stakeholders to widen CARE network and ensure CARE has the required impact on society.
 4. Provide local stakeholders with needed trainings for the purpose of building their capacities.

- Monitoring & Evaluation level:
 1. Ensure ongoing project documentation (data collection, periodical reports, success stories, etc.) in cooperation with the Program's MEAL officer according to MEAL plan to analyse the outcomes and ensure learning to enrich to the Program's and CARE's experience in the target communities and assist in the decision making process
 2. Report field implementation project achievement /challenges to Project Manager and highlight successful interventions and remaining gaps that should be covered by the program.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> ● Other programs ● Program support units (Finance & Procurement, Admin, HR, ICT) ● Communication Unit ● MEAL Unit 	<ul style="list-style-type: none"> ● Partner Organizations. ● Local Governmental Authorities. ● Other INGOs at the same governorates.

Working Environment

The position follows the normal working environment of the organization.

Indoor: 30%

Outdoor: 70%

Working Hazard: Low/Medium

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours per day according to attendance policy

Position Dimensions

POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	Make Expenditure on a Predefined Budget
Budget Amount (Men & Women) – VSLA (10000-100000)	From 200,000 to 1 Million EGP
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks
CARE Skills	Level 3

Job Requirements

Education:	<ul style="list-style-type: none"> BSc of relevant field
Experience:	<ul style="list-style-type: none"> 3 – 5 years of experience in field implementation of development work
Computer Skills	<ul style="list-style-type: none"> MS Office Zoom / Teams
Languages:	<ul style="list-style-type: none"> Arabic English is a plus