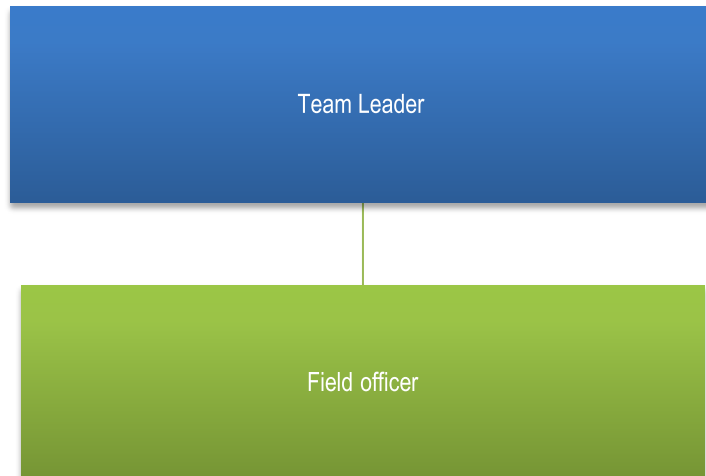


Position Name (Title) :	Case management Field officer	Position Level:	6
Reporting to (Title) :	Team Leader	No. of Direct Reporters:	0
Version:	02	Sector /Department/Section :	Women's Rights (WR) Program

Position Reporting Lines



Main Job Purpose

- Support in providing assistance to survivors of GBV.

Objectives

- Support survivors of GBV with assistance and information.
- Participate in data collection and applying monitoring tools in the field.

Accountabilities

1. Conduct field visits for an average of 20% of the relocation target
2. Ensure the efficiency of the service provision especially the safety relocation
3. Validate the financial documents of the assigned caseload
4. Gate/crowd management whenever needed

Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> All Care staff 	<ul style="list-style-type: none"> Service providers Project Beneficiaries

Working Environment

The position follows the normal working environment of the organization.

Indoor: 10%

Outdoor:90%

Working Hazard: high

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:	No budget control
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">• 2 – 3 years of experience in Development sector and NGOs 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