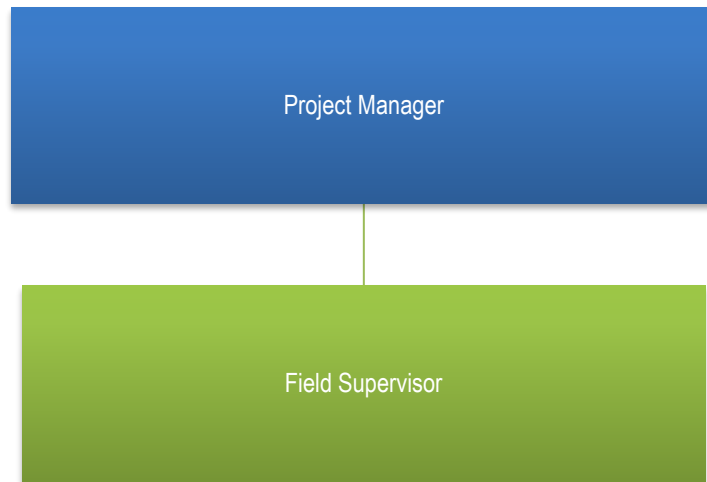


| | | | |
|--------------------------------|------------------|-------------------------------------|----------|
| Position Name (Title) : | Field Supervisor | Position Level: | 9 |
| Reporting to (Title) : | Project Manager | No. of Direct Reporters: | 0 |
| Version: | 01 | Sector /Department/Section : | Programs |

Position Reporting Lines



Main Job Purpose

- Ensure and supervise the achievement of projects' expected results and contribute in the achievement of projects objectives to achieve program impact.

Objectives

- Co-develop field-level action plans
- Ensure quality field implementation of project action plans
- Monitor implementation of project activities
- Build the capacities and lead local partners
- Develop monthly activity budget plans to ensure smooth implementation of activities
- Ensure proper spending of budgeted field activities
- Transfer technical knowledge to Partner Organizations
- Establish networks with relevant stakeholders at governorate level.
- Develop monthly and quarterly activity reports, as well as ensuring updating the Project database and monitoring tools.

Accountabilities

1. Maintain relations with Partner Organizations (PO) to ensure smooth delivery project activities, as well as sustainability of post project implementation.
2. Provide technical and administrative support to the project partners after assessing capabilities to ensure the sustainability of project activities in the communities post project implementation.
3. Monitor and support the implementation and timeliness of ongoing project activities implemented by PO to ensure quality, to reach the overall project goals and impact by managing local partners' budget and spending. Coordinate between the local partners and CARE financial department in terms of financial settlement.
4. Assist the Project Manager in project annual planning to develop the monthly planning.
5. Perform an ongoing project documentation in cooperation with the Program's DME officer according to DME plan to analyze 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.
6. Report field implementation project achievement /challenges to the direct supervisor and highlight successful interventions and remaining gaps that should be covered by the program
7. Communicate with other Program field supervisors 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.
8. 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.
9. Basic knowledge of value chain concept and practice.

Position Relationship with Other Parties

| <u>Internal Relationship</u> | <u>External Relationship</u> |
|---|---|
| <ul style="list-style-type: none"> Other program Program support 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: 60%

Outdoor: 40%

Working Hazard: 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 | From 10,000 to 100,000 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"> 5 – 8 years of experience in field implementation of development work |
| Computer Skills | <ul style="list-style-type: none"> MS Office |
| Languages: | <ul style="list-style-type: none"> Arabic |

Signatures

| | | Date |
|-----------------|--|------|
| Employee | | |
| Manager | | |
| Human Resources | | |