

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

Position Reporting Lines



Main Job Purpose

- Ensure timely, quality and effective implementation of Amena/EVAWG Project' activities at District and Governorate level in the region of Delta or Upper Egypt under the supervision of the Project Area Manager. Ensures Amena/ EVAWG project's expected results at community, district and governorate level are achieved and contribute to the achievement of projects objectives and impact, in compliance with CARE Egypt and donor rules and regulations.

Objectives

- Ensure quality and effective field implementation of project action plans agreed with sub-grantee partners/NGOs.
- Build the capacities of sub-granted partners to ensure timely, quality and effective implementation of the local projects.
- Ensure proper spending and tracking of budgeted field activities implemented by CARE Egypt and sub-grant partners at local level.
- Transfer technical and project management knowledge to local Partner Organizations in collaboration with Amena/EVAWG project technical advisor/s
- Establish networks with relevant stakeholders at community, District and governorate level.
- In collaboration with Amena Programme MEAL staff ensure the data collection and monitoring tools are being implemented as per the Project M&E plan.

Accountabilities

- Operational level:

1. Conduct local partner due diligence in collaboration with finance and technical CARE Egypt and Amena/EVAWG Project Staff, and support local partners in developing new quality proposals for Amena project interventions/ initiatives.
2. Supervise sub-grants partners' spending as per the allocated budget and agreed work plan.
3. Build sub-grants partners' capacities at the operational level as per CARE's procedures and Amena Programme policies and procedures.
4. Provide and administrative support to the project sub-grants partners after assessing capabilities to ensure the sustainability of project activities in the communities' post project implementation.
5. Monitor and support the implementation and timeliness of ongoing project activities implemented by local sub-grantees partners 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.

a. Technical level:

- i. Participate in the assessment and selection of the project sub-grant Partner Organization (SPO) in accordance to CARE's assessment process to ensure sustainability of post project implementation.
- ii. Provide technical support to the project partners after assessing capabilities to ensure the sustainability of project activities in the communities' post project implementation. Assist the Area Manager in project annual planning and budgeting, monthly projections and develop the monthly planning. As well as in quarter reporting and semi-annual and annual project reflections.
- iii. Communicate with other Amena Programme field supervisors to ensure cross learning to support the Program in reaching its overall goal as well as support the program in developing and implementing program activities. Report field implementation project achievement /challenges to the direct supervisor and highlight successful interventions and remaining gaps that should be covered by the program.
- iv. Develop and maintain networks and sound relationships with local governments, sub-grant partners and possible other key stakeholders to widen CARE network and ensure CARE has the required impact on society.
- v. Provide local sub-grant partners with needed trainings for the purpose of building their capacities.
- vi. In collaboration with Amena Technical advisor/s support, monitor and follow up on other technical trainings delivered to sub-grant organisations.

b. Monitoring & Evaluation level:

- i. Perform an ongoing project documentation (data collection, periodical reports, success stories, etc..) in cooperation with the Amena Project's MEAL team 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.
- ii. Build partners' capacities with the support of Amena MEAL officer on the M&E tools and processes (reporting mechanism and data collection tools), Feedback Accountability Mechanisms, Learning and reflection.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Amena/EVAWG Project implementation team • Amena / EVAWG technical advisors • Amena Admin, finance and MEAL teams • CARE Egypt Program support units (Finance & Procurement, Admin, HR, ICT) • Communication Unit • MEAL Unit 	<ul style="list-style-type: none"> • Sub-grant Partner Organizations. • Local Governmental Authorities. • Other INGOs at the same governorates.

Working Environment

The position follows the normal working environment of the organization.

Indoor: 70%

Outdoor: 30%

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:	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:

- Arabic
- English is a plus