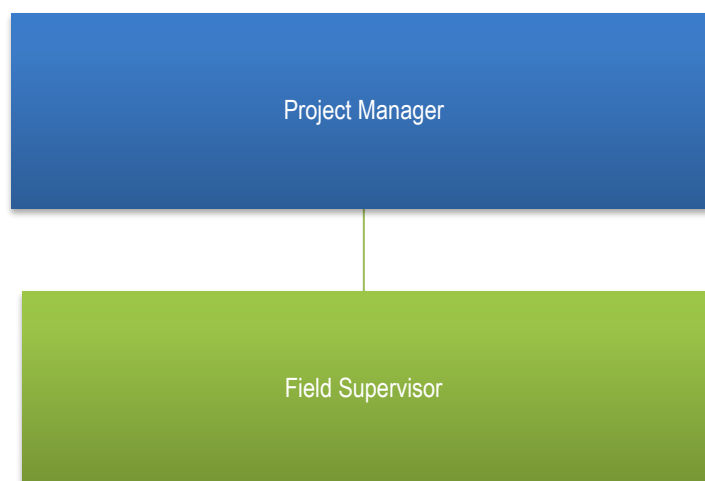


Position Name (Title) :	Field Supervisor	Position Level:	9
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	0
Version:	01	Sector /Department/Section :	Programs

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.(at the technical and operational levels)

Objectives

- Ensure quality field implementation of project action plans.
- Build the capacities and lead local partners.
- Ensure proper spending of budgeted field activities.
- Transfer technical knowledge to Partner Organizations
- Establish networks with relevant stakeholders at governorate level.
- Ensure the data collection and monitoring tools are being implemented as per the M&E plan.

Accountabilities

- Operational level:
 1. Supervise partners' spending as per the allocated budget.
 2. Build partners' capacities at the operational level as per CARE's procedures.
 3. Provide and administrative support to the project partners after assessing capabilities to ensure the sustainability of project activities in the communities' post project implementation

4. 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. Coordinate between the local partners and CARE financial department in terms of financial settlement.

- **Technical level:**

1. Participate in the selection of the project Partner Organization (PO) in accordance to CAREs assessment process to ensure sustainability of post project implementation.
2. 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 Project Manager in project annual planning to develop the monthly planning.
3. 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. Report field implementation project achievement /challenges to the direct supervisor and highlight successful interventions and remaining gaps that should be covered by the program.
4. 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.
5. Provide local partners with needed trainings for the purpose of building their capacities.

- **Monitoring & Evaluation level:**

1. Perform an 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. Build partners' capacities with the support of MEAL officer on the M&E tools and processes (reporting mechanism and data collection tools).

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: 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:	<ul style="list-style-type: none"> Arabic English is a plus