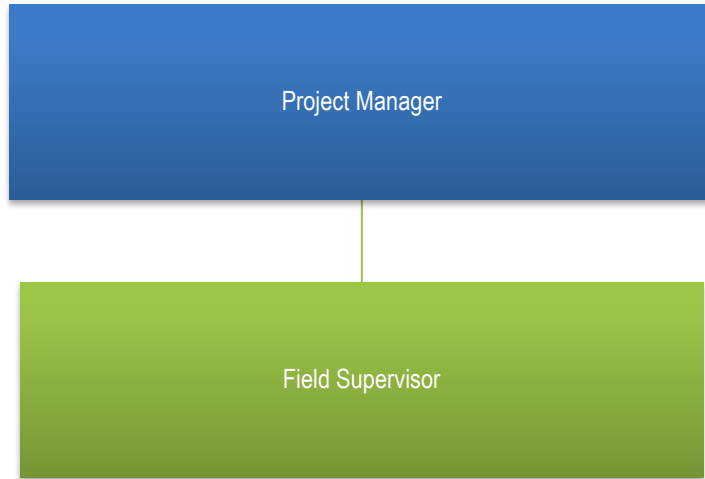


Position Name (Title) :	Field Supervisor	Position Level:	9
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	0
Version:	01	Sector /Department/Section :	Programs

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

- Support the implementation of Water is Life Phase III activities at the field level in accordance with the project work plan.
- Ensure the timely and quality implementation of project activities in targeted communities.
- Coordinate and monitor the work of the implementing NGO, technical consultant, irrigation contractor, and beneficiary farmers.
- Facilitate communication and coordination between CARE, project stakeholders, and beneficiaries.
- Support the organization and implementation of farmer trainings, awareness sessions, and field demonstrations.
- Monitor project progress, identify implementation challenges, and recommend corrective actions.
- Ensure compliance with project technical standards, timelines, and donor requirements.
- Maintain accurate field records, project documentation, and monitoring data.
- Prepare regular field reports and contribute to project learning and reporting.

Accountabilities

1. Supervise and monitor the day-to-day implementation of project activities in the targeted villages to ensure quality, efficiency, and adherence to the approved work plan.
2. Coordinate with beneficiary farmers, the implementing NGO, the technical irrigation consultant, contractors, and local stakeholders to facilitate smooth project implementation.

3. Follow up on the installation of drip irrigation systems, ensuring that implementation complies with the approved technical specifications, quality standards, and project timeline.
4. Monitor the progress of contractors and consultants, document field observations, and promptly report any implementation challenges, delays, or technical issues to the Project Manager.
5. Support the planning and implementation of farmer training sessions, field demonstrations, and awareness activities, while ensuring active participation of beneficiaries.
6. Conduct regular field visits to monitor beneficiary engagement, verify project outputs, collect field data, and document success stories and lessons learned.
7. Prepare weekly and monthly field progress reports, update project monitoring tools and databases, and maintain proper project documentation.
8. Establish and maintain effective working relationships with local authorities, agricultural directorates, water user associations, community leaders, and other relevant stakeholders to support project implementation and sustainability.
9. Ensure compliance with CARE policies, donor requirements, safeguarding standards, and health and safety procedures during all field activities.
10. Perform any other field-related duties assigned by the Project Manager to support the successful implementation of Water is Life Phase III.

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		