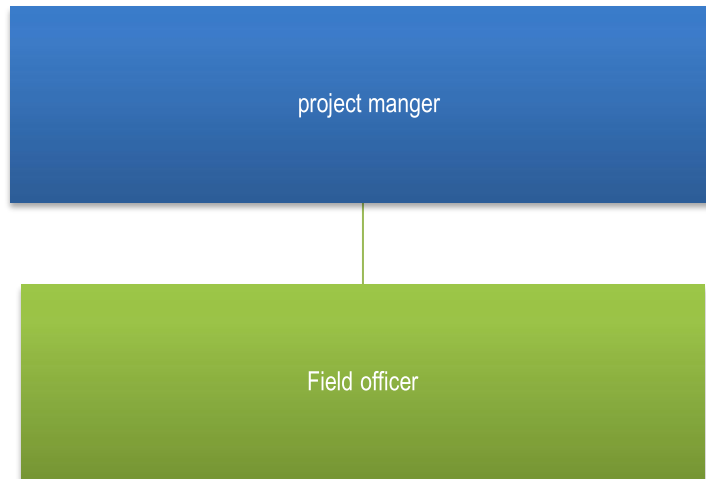


<b>Position Name (Title) :</b>	Field officer	<b>Position Level:</b>	6
<b>Reporting to (Title) :</b>	project manager	<b>No. of Direct Reporters:</b>	0
<b>Version:</b>		<b>Sector /Department/Section :</b>	Education program

**Position Reporting Lines**



**Main Job Purpose**

- Support and heavily contribute to implement project activities to achieve our contractual commitment with our donor.

**Objectives**

- Plan and Implement activities directly with needed quality standers.
- Participate in building the capacities for volunteers and partners .
- Follow up and monitor capacity building plans.
- Establish fruitful relations with the community members and relevant stakeholders at field level.
- Participate in data collection and applying monitoring tools in the field.
- Documenting the activities implementation through quarterly reports
- Coordinate events and training logistics for the project

**Accountabilities**

1. Plan and Implement project activities as per CARE's standers and technical guidance
2. Apply and consider financial and operational policies and procedures for CARE and support aligning all the expenses with CARE and donor rules and procedures.
3. Monitor the ongoing project activities implemented by local partners to ensure quality, to achieve governorate and partners plans on time with CARE's quality standers.
4. Ensure offering technical support to the project partners to ensure the sustainability of project activities in the communities.
5. Provide needed input to the field supervisor and project in any needed occasions such as but not limited to, project annual planning, regular reporting, and capture learning.

6. Do needed reporting on project field activities according to donor or CARE's format and ensure the accuracy of data collected and reported.
7. Develop and maintain networks and sound relationships with local governments, partners, and possible other key stakeholders to widen CARE's network.
8. Plan and do needed arrangements for needed trainings for local partners for the purpose of building their capacities.

### Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Project manger</li> <li>• Program staff and advisor /s</li> <li>• Program support units (Finance &amp; Procurement, Admin, HR, ICT)</li> <li>• Communication Unit</li> <li>• MEAL Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Partner/s Organization/s.</li> <li>• Local Governmental Authorities.</li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 40%

Outdoor:60%

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	
<b>Level of Authority</b>	Minor Judgement Within Guidelines
<b>Budget Control</b>	Make Expenditure on a Predefined Budget
<b>Budget Amount:</b>	No budget control
<b>Hiring Authority &amp; Promotion</b>	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
<b>Consequence of Error</b>	Impact Own Tasks

## Job Requirements

<b>Education:</b>	<ul style="list-style-type: none"> <li>BSc of relevant field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>2 – 3 years of experience in Development sector and NGOs work.</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>MS Office</li> <li>Zoom / Teams</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>Arabic</li> <li>English is a plus</li> </ul>