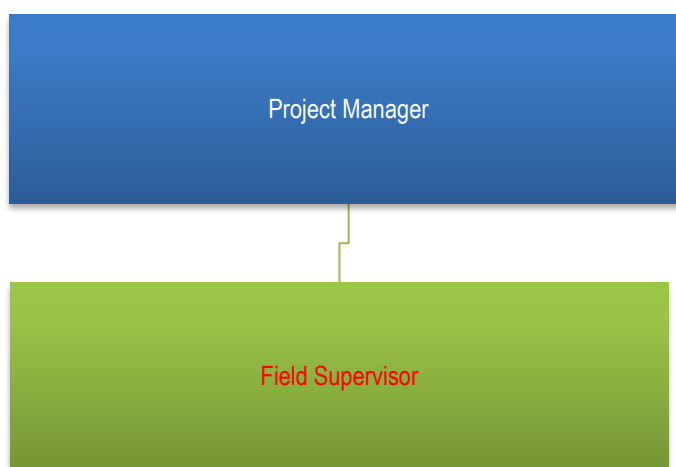




<b>Position Name (Title) :</b>	Field Supervisor	<b>Position Level:</b>	Grade 9
<b>Reporting to (Title) :</b>	Education Project Manager	<b>No. of Direct Reporters:</b>	N/A
<b>Version:</b>	1	<b>Sector /Department/Section :</b>	Education Program

### Position Reporting Lines



### Main Job Purpose

CARE Egypt has been selected by UNICEF to outreach our beneficiaries in Alexandria. The Field Supervisor will be responsible to ensure and supervise the achievement of the project's expected results and contribute to the achievement of project objectives to achieve program impact.

### Objectives

- Initiate activities for community and learning centres
- Ensure target achievement
- Develop work plan and ensure activities are implemented as per work plan in the schools and centres
- Ensure rules and regulations outside the hub are enforced and respected
- Ensure proper spending of budgeted field activities



### Accountabilities

- Develop ideas for activities in community , centres, develop TORs and participate in the selection of consultants
- Develop monthly calendar of activities.
- Promote the existence of the learning hub among target group, and partners.
- Ensure quality implementation of activities, flags problems and takes corrective actions within authority
- Ensure friendly and peaceful atmosphere is always maintained
- Report for work implementation within opportunities/challenges to his /her direct supervisor and plays key role in highlighting successful interventions and remaining gaps that should be covered.
- Ensure proper data gathering, data accuracy and filling as per monitoring and evaluation plan.
- Demonstrate a high of level of coordination to offer fast response to target group.
- Ensure that all equipment are functioning and stored securely at the end of the day
- Ensure that inventories are up to date and that replacement needs are highlighted to direct supervisor
- Develop monthly and quarterly reports on activities implemented
- 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.

### Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> <li>• Other program.</li> <li>• Program support unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Community leaders , volunteers , other Partners.</li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 0 %

Outdoor: 100 %

Working Hazard: Normal

Working Days: 5 days

Days Off: 2 days

Working Hours: 7:9-30 to 3- 5:30



## Position Dimensions

POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	Make Expenditure on a Predefined Budget
<b>Budget Amount</b>	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

## Job Requirements

Education:	BSc of relevant field. STEM experience is preferable.
Experience:	2-5 years of experience in field implementation of development work.
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> <li>• Arabic</li> <li>• English</li> </ul>

## Reports



**Signatures**

		Date
Employee		
Manager		
Human Resources		