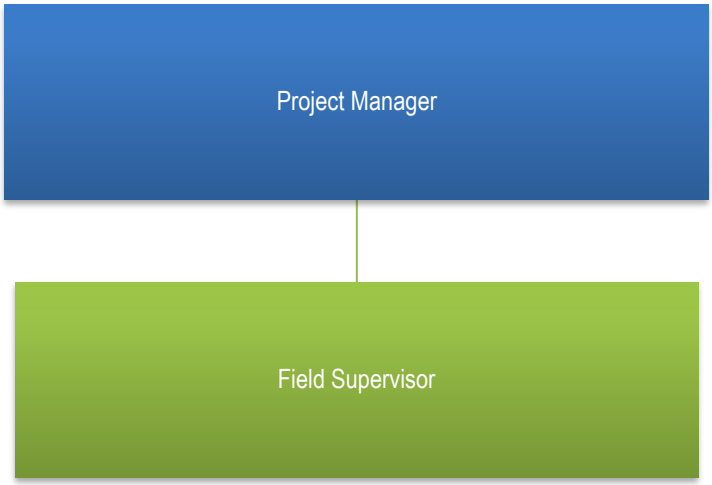
Position Name (Title) :	Field Supervisor	**Position Level:**	7
Reporting to (Title) :	Project Manager	**No. of Direct Reporters:**	0
Version:	01	**Sector /Department/Section:**	Programs

Position Reporting Lines



Main Job Purpose

- Main responsible of achieving project's expected technical and financial targets in his/her assigned area/governorate/s with CARE's quality standers and in alignment with donors polices.

Objectives

- Ensure quality of field implementation of all activities in the governorate/s.
- Plan, monitor and implement all partners capacity building activities and plans, to ensure real improvement in partners capacity
- Mange governorate budget with most efficient way of spending to ensure best use of money and leverage resources
- Ensure provide technical knowledge to partner/s organization/s.
- Establish and maintain fruitful relations with all governmental concerned authority i in the governorate/s.
- Create networks with relevant stakeholders at governorate level.
- Ensure the accuracy of data collection and apply monitoring tools provided by MEAL team when requested and throughout the project cycle.

Accountabilities

1. Implement, Monitor and support the implementation of all ongoing project activities implemented directly or through partners to ensure quality and reaching project's targets and goals.
2. Participate in the selection of the projects partners when needed in accordance to CAREs assessment process. Ensure providing technical and financial support to the project partners after assessing capabilities.
3. Provide all needed input and assist Project Manager in project annual planning and develop governorate annual plan and budget.
4. Supervise and provide guidance and coaching for project officer and partners when applicable.

5. Develop and maintain networks and positive relationships with local governmental relevant authorities, partners, and any other possible key stakeholders to widen CARE's network.
6. Perform an ongoing project documentation (data collection, periodical reports, success stories, etc..) in cooperation with the Project'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.
7. Write governorate regular reporting after doing the needed data collection supported with evidence and reference documents. Reporting should include achievement /challenges and highlight successful interventions and remaining gaps that should be covered through different projects in future.
8. Capture field lesson learning, finding and challenges and document it in the governorate regular reporting. Communicate it including the learning with rest of project/s and program staff.

Position Relationship with Other Parties

Internal Relationship	External Relationship
• Project and program staff • Program support units (Finance & Procurement, Admin, HR, ICT..etc)	• 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: 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 100,000 to 200,000 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:	• BSc of relevant field
Experience:	• 3 – 5 years of experience in field development field and NGO's work. • Previous experience in implementing or supervising Digital VSLA (Village Savings and Loan Associations) activities is an advantage.
Computer Skills	• MS Office • Zoom / Teams
Languages:	• Arabic • English is a plus