

Job Title: Education Project Officer	Reports to: Program Manager
Department: Programs	Salary Grade: 7

CRS Yemen:

CRS Yemen is addressing critical needs in Yemen through health, WASH, livelihoods, and education programming. CRS supports partners in Aden and Sana'a to respond to emergency, recovery, and resiliency needs to assist the people of Yemen. CRS has recently established its in-country office and registered in Aden, and is scaling up our programming to further respond to needs across Yemen. This is a dynamic opportunity to build a program from the ground up, working in close coordination with governmental representatives and civil society stakeholders.

Job Summary:

As the Education Program Officer, you will collaborate closely with the Program Manager I to oversee and implement the CP's projects in education, particularly in Early Childhood Education (ECE) as well as primary education and potentially support to at-risk or out-of-school children. This involves coordinating with partners and government, especially the Ministry of Education, providing technical support and guidance, and actively managing assigned education projects. Your commitment to best practices and continuous improvement will enhance the project's impact and benefit the individuals and communities we serve.

Roles and Key Responsibilities:

- Support the coordination and implementation of all assigned projects in line with CRS program quality principles and standards, donor requirements, and good practices.
- Provide guidance and technical oversight throughout the project cycle and manage relationships and activity implementation, particularly of CRS' ECE project but potentially more.
- Coordinate with project staff and stakeholders to ensure project activities are well-executed and meet project objectives.
- Contribute to project design, start-up, implementation, and close-out processes.
- Monitor project progress and address any challenges or issues that may arise.
- Monitor projects activities through regular visits to school sites and ECE centers and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- Collaborate with school and ECE center staff, community leaders, and projects partners to support project activities and provide accompaniment and support to project stakeholders in using project resources and infrastructure effectively.
- Support accountability through coordinating project monitoring and evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Support preparation of project reports in coordination with the Program Manager.
- Liaise with government stakeholders to support project engagement and communication plan.
- Collect information on staff capacity needs and technical assistance needs of partner organizations and support capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Document project activities and contribute to the development of case studies and reports on promising practices.
- Ensure timely and appropriate utilization of project resources in line with financial plans.
- Promote efficient use and stewardship of project resources.
- Lead and oversee the implementation of the Education program, with a specific focus on Early Childhood Education (ECE) initiatives.

- Engage actively with education clusters, networks, and relevant stakeholders while managing relationships with the ministry and our partners.

Basic Qualifications

Bachelor's degree in education, international development or a related field; masters degree preferred.

Minimum of 3 years of work experience with an NGO in education, experience in ECE is an added value.

Additional experience is a plus.

Required Languages – Arabic and English professional fluency required.

Travel – 50% travel to project sites in Aden. Potential for travel to other locations for assessments, project planning, or field visits.

Preferred Qualifications

Strong knowledge of education systems and practices in Yemen, particularly in Aden.

Strong interpersonal and communication skills, with the ability to work collaboratively with diverse stakeholders and national NGOs.

Strong organizational and time management skills, with the ability to prioritize tasks effectively.

Experience in participatory assessments, project design, action planning and community engagement.

Experience monitoring projects and collecting relevant data preferred.

Excellent organizational and time management skills, with the ability to prioritize tasks effectively.

Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Knowledge, Skills and Abilities

Observation, active listening and analysis skills with ability to make sound judgment.

Good relationship management skills and the ability to work closely with local partners and community members

Attention to details, accuracy and timeliness in executing assigned responsibilities.

Proactive, results-oriented and service-oriented

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in

the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

Personal Accountability – Consistently takes responsibility for one’s own actions.

Acts with Integrity - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.

Builds and Maintains Trust - Shows consistency between words and actions.

Collaborates with Others – Works effectively in intercultural and diverse teams.

Open to Learn – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

Lead Change – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.

Develops and Recognizes Others – Builds the capacity of staff to reach their full potential and enhance team and agency performance.

Strategic Mindset – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities: None

Key Working Relationships:

Internal: Program Manager, Operations Manager, Procurement Manager, Admin Officer, Safeguarding Office

External: Local partner team, government representatives, school and community stakeholders, vendors

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer