

JOB DESCRIPTION
Coordinating Comprehensive Care for Children

Position Title	Technical Advisor I
Position Type	Full-Time
Department	Program Impact and Quality Assurance, Overseas Operations (HQ)
Job Location	Baltimore
Band	D
FLSA	Exempt
Reports To	Deputy Project Director
DSPN	8301.917.4200

About CRS

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

Job Background/Summary

Coordinating Comprehensive Care for Children (4Children) is a five-year USAID-funded project implemented by a consortium of organizations led by Catholic Relief Services with partners IntraHealth, Maestral, Pact, Plan and Westat. 4Children is designed to improve health and wellbeing outcomes for orphans and vulnerable children (OVC) affected by HIV and AIDS and other adversities. 4Children’s work utilizes global evidence establishing that HIV and other adversities are best prevented and addressed when families and children have access to both high quality health and social welfare services. The project supports systems and structures at country and regional levels to implement evidence-based interventions that protect against risk, interrupt cycles of vulnerability, and build pathways to resilience leading to an AIDS Free Generation and contributing to overall improvements in quality of life and productivity for vulnerable children and their families.

Catholic Relief Services is seeking qualified candidates for the position of **Technical Advisor I** to provide technical and programmatic assistance in the design, planning, implementation, monitoring, and reporting of country buy-ins and global program implementation.

The **Technical Advisor I** will take on a range of award-related activities, liaising with technical, program, and operations staff in country, regional, and HQ offices to provide high quality technical and programmatic support for 4Children country programs; supporting country program offices in project design, start-up, implementation and management; supporting the coordination and implementation of global activities and sharing information within the 4Children team. S/he will be an outstanding project manager and writer, with experience supporting programs for vulnerable children affected by HIV and AIDS and other adversities, operating under tight deadlines to achieve project outcomes and deliverables. The **Technical Advisor I** will have experience supporting complex development projects for vulnerable children affected by HIV and AIDS and other adversities in developing countries, operationalizing key strategies and approaches, and writing reports and proposals.

Responsibilities and Duties	
Overall	Specific
Technical Implementation and Program Management	<ul style="list-style-type: none"> • Coordinate and provide program support for the design, implementation, management, and evaluation of supported country programs • Closely liaise with senior technical advisors supporting country programs to ensure the coordination of technical assistance for technically sound and high-quality country program design and implementation and provide such technical assistance where appropriate • Assist country programs through dissemination and follow up to ensure incorporation of technical guidance • Coordinate and support the development and management of workplans, project deliverables, technical papers, and program reports • Serve as 4Children’s headquarters focal point for country and regional offices, consortium partners, and USAID on the implementation of responsive, coherent programs • Support capacity building in appropriate technical areas • In collaboration with 4Children team members, draft scopes of work and other inputs needed for program orders for 4Children partners and consultants • Prepare, review and analyze quarterly and semiannual narrative reports for submission to USAID • Contribute to the development of systems that facilitate improved project management and learning, including maintaining virtual resource and documentation databases such as Gateway, Box and/or other online platforms used by 4Children
Global/Core Activities	<ul style="list-style-type: none"> • Assist technical advisors with the development and dissemination of evidence, guidance, tools, technical papers, standards, and frameworks strengthening the program impact and quality of 4Children’s global activities • Liaise with 4Children technical advisors, consortium partners, country teams, USAID, and other key stakeholders on the design, implementation, management, and evaluation of 4Children’s global core activities and their operationalization in the field. • Support 4Children’s management, implementation, and reporting of its central workplan
Supervision	<ul style="list-style-type: none"> • The Technical Advisor has no supervisory responsibilities

Key Working Relationships	
Internal	4Children team members, Country Programs Head of Programming, Head of Operations, in-country 4Children team, Operational Excellence Department, IDEA Department
External	4Children consortium members, partners, USAID

Competencies, Qualifications, and Requirements	
Agency-wide Competencies	<p>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:</p> <ul style="list-style-type: none"> • Serves with Integrity • Models Stewardship • Cultivates Constructive Relationships • Promotes Learning
Qualifications	<ul style="list-style-type: none"> • Master’s Degree in international development/affairs, one of the social sciences, public health, social work or a closely related field • At least 3 years of relevant field-based experience in child protection, public health, HIV and AIDS, international development and/or relief. Overseas work experience and/or experience with USAID awards preferred. • Proven leadership and inter-personal skills and ability to build and motivate diverse and talented teams • Excellent oral and written communication and negotiation skills, specifically pertaining to proposal development and report writing; • Oral and written fluency in English and French are required. • Ability to travel domestically and overseas: estimated 25%.
Requirements	ALL APPLICANTS MUST BE LEGALLY AUTHORIZED TO WORK IN THE U.S. AT THE TIME OF APPLICATION

Disclaimer:

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

EOE/M/F/D/V