

Sample Job Description

CRS PARTNERSHIP AND CAPACITY STRENGTHENING MANAGER

DESIGNED SPECIFICALLY FOR CRS POSITIONS

GUIDANCE

JOB DESCRIPTION BASICS:

WHAT IS IT?

This job description (JD) is a sample that includes the basic components of a standard JD, including purpose, responsibilities and qualifications. It has been designed for a full-time, senior level partnership and capacity strengthening position, but can be easily adapted to fit a variety of needs.

WHY DO YOU USE IT?

The primary purpose is to ensure that important responsibilities related to effectively managing partnerships and capacity strengthening activities are identified, understood and appropriately covered by country program (CP) personnel.

WHEN DO YOU USE IT?

This sample JD can be used as a personnel management tool at any stage, including for example:

- When trying to determine staffing needs, by reflecting on the status of the CP's existing partnerships and whether the responsibilities described in this JD are important to the CP, and if so whether they are covered clearly and appropriately by existing staff;
- When recruiting for staff who will cover some partnership and/or capacity strengthening responsibilities, by incorporating relevant pieces into job postings;
- When reviewing JDs of existing positions, by considering whether relevant pieces of this sample should be incorporated into those other JDs.

WITH WHOM DO YOU USE IT?

Primarily this sample JD is for internal application; however, it can also be shared with partners either to allow them to provide feedback related to a CRS staff position that will be relevant to them, or as a tool for them to consider whether they have any staffing gaps related to their own partnership and capacity strengthening needs. In addition, partners could be encouraged to adapt this JD for their own needs, either for new job postings or to incorporate pieces of it into the JDs of existing staff positions when relevant.

HOW DO YOU START TO USE IT?

After a review of this sample JD and related guidance, it can be adapted and applied in whatever ways might prove useful. It can be adapted for use as a stand-alone position, or pieces can be applied to other positions. Some examples for how this JD can be adapted include:

- Lowering the responsibilities (e.g. consider using “supports” or “contributes to” rather than “leads”) to adapt to a more junior or entry level position;
- Lowering the qualifications (e.g. three years’ experience rather than eight) to make it more appropriate to a junior or entry level position;
- Adding additional specifics that are relevant to the context of the CP (e.g. *collaborate closely with Trocaire to ensure CRS’ efforts are complementary to their capacity strengthening program for Church partners in country X*);
- Incorporating relevant pieces from this sample JD into JDs of other positions, to clearly state any specific partnership and/or capacity strengthening responsibilities that are a part of those positions.

WHERE TO FIND THE TOOLS REFERENCED IN THE SAMPLE JD?

The tools referenced below can be found on CRS’ Institute for Capacity Strengthening site www.ics.crs.org:

- **Partnership Principles:** Under the Strengthen Partnerships, subtopic Essentials for Strong Partnerships, this document lists the CRS Partnership Principles;
- **The Protocol for Relations with Church Partners:** Under the Strengthen Partnerships, subtopic Essentials for Strong Partnerships, this document includes important guidance on developing and maintaining a strong relationship with the in-country Church;
- **Partnership Reflections:** Under the Strengthen Partnerships, subtopic Maintaining Strong Partnerships, these documents are facilitator guides for a two-day and four-day reflection process;
- **Partnership Scorecard:** Under the Strengthen Partnerships, subtopic Maintaining Strong Partnerships, this site includes guidance on the scorecard methodology;
- **Holistic Capacity Assessment Instrument (HOCAI):** Under Strengthen Institutions, subtopic Organizational Assessment, this document explains the HOCAI, including how and why to apply it.

Furthermore, relevant partnership e-courses are currently available on CRS’ Institute for Capacity Strengthening site www.ics.crs.org. As additional e-courses and other learning opportunities become available, they will also be found on this site.

TEMPLATE

BACKGROUND

<Insert relevant background information>

PURPOSE

The Partnership and Capacity Strengthening Manager serves as the lead staff person for all aspects of partnership and capacity strengthening in the country, including Strategy Leadership, Communication and Relationship Management, and Coordination. In addition, depending on the portfolio, additional responsibilities could include Program Support as well as Staff Supervision.

S/he serves as primary liaison between CRS and its partners, and is responsible for building and maintaining strong relationships. S/he ensures the understanding and application of CRS' Partnership Principles, and is a resource person for CRS and partner staff engaged in joint programs and/or other partnership activities, with the primary purpose of ensuring that partnerships are effective and mutually beneficial. S/he ensures relevant information is shared appropriately and effectively.

S/he is responsible for ensuring partnership and capacity strengthening tools, including the Memorandum of Understanding, Partnership Reflections, Partnership Scorecard, etc. are developed and applied appropriately and in keeping with CRS standards and best practice. S/he leads or supports partnership-related groups, including advisory committees, task forces, etc, ensuring meetings are held, information is shared, and action plans are implemented and tracked.

S/he further serves as primary liaison with regional and HQ-based partnership and capacity strengthening staff, and ensures the adoption and sharing of CRS and peer agency best practice. S/he supports projects or components of projects that are focused on capacity strengthening.

RESPONSIBILITIES

STRATEGY LEADERSHIP

- Provide overall leadership of partnership strategy and related initiatives, including goal and target development and related monitoring and evaluation;
- Ensure the application of specific methodologies, including partnership reflections and scorecards, designed to ensure the appropriateness and quality of the partnership strategy;
- Identify and pursue funding opportunities to support/enhance the partnership strategy;
- Identify potential new partners through the use of CRS tools, including partner mappings and assessments.

COMMUNICATION AND RELATIONSHIP MANAGEMENT

- Support the development and adoption of a common language around partnership, capacity strengthening and institution strengthening among CRS and partner staff;
- Ensure the effective sharing of information, including key decisions, status updates, successes and challenges, with the appropriate people within CRS and partners (in keeping with situational demands and the requirements of established agreements);
- Identify and apply effective communication methods (meetings, bulletins, presentations, reports, etc.) to ensure regular and effective communication is maintained;
- Build and/or maintain strong and effective relationships between CRS and partners, through the committed application of Partnership Principles and other relevant methods;
- Identify concerns of significance related to partnerships and/or partner-implemented projects, and work to address them, ensuring they are brought to attention of Country Representative and other senior management as needed;
- Ensure completion and dissemination of reports/documentation of partnership initiatives in keeping with established requirements.

CAPACITY STRENGTHENING

- Work with key staff to develop a strategy for capacity strengthening and leadership development for partners;
- Provide strategic leadership in the development, identification and dissemination of standardized approaches and best practices to implement the strategy;
- Work with staff of relevant program, finance and operations sectors, to develop/adapt and provide training, tools, etc. for targeted CRS and partner staff;
- Develop/adapt, provide and/or oversee technical assistance activities with partners, including accompaniment and mentoring;
- Identify any gaps in understanding or application, by relevant CRS and partner staff, of key partnership terms and principles, and address them through dialogue, training, provision of tools, etc.;
- Work with partners to apply relevant tools (Holistic Organizational Capacity Assessment Implement – HOCAI, Sub Recipient Financial Management Policy – SRFMP, etc.), to help identify capacity and institution strengthening needs, develop corresponding strategies, and monitor implementation;
- Participate in field activities such as strategic planning processes and evaluations to ensure an appropriate approach to capacity strengthening;
- Remain current on agency guidelines, learning initiatives and policies related to capacity strengthening.

COORDINATION (INTERNAL/EXTERNAL)

- Identify and support the creation of strong inter-organizational networks that contribute to CRS and partner goals;
- Serve as focal point for issues that may affect key partnerships, including issues with program implementation, reporting, etc.;
- Lead efforts with key CRS staff to ensure appropriate level of coordination of partner activities, including sub-recipient management, reporting requirements, monitoring visits, trainings, etc.;
- Serve as primary liaison with regional and HQ-based partnership/capacity strengthening staff, ensuring efforts are integrated with agency strategy, best practices are being applied, and success stories are shared;
- Coordinate with peer/donor agencies, especially Catholic agencies, in their partnership and institution-strengthening efforts, working to ensure complementarity of effort.

CHURCH PARTNERSHIP

- Ensure colleagues have the knowledge, skills and attitudes to work collaboratively and effectively with Church partners;
- Provide colleagues with needed support to understand and follow *Protocol for Relations with Church Partners* and other relevant tools designed to strengthen Church partnerships;
- Oversee and support the appropriate and timely application of tools and guidance with Church partners, including Memoranda of Understanding, Partner Reflections, etc.

PROGRAM SUPPORT

- Advise on projects or project components that are focused on capacity strengthening at all stages of project cycle, including design and development, planning, implementation, monitoring, evaluation, accountability and learning (MEAL), budget tracking, reporting, etc.;
- Provide guidance on project agreement processes;
- Support the implementation of the Sub-Recipient Financial Management Policy and develop/adapt corresponding support tools;
- Advise program, finance and other operations staff on assisting partners to be in compliance with donor regulations, reporting requirements, etc., and provide related guidance and training;
- Support and/or lead monitoring, evaluation, accountability and learning (MEAL) activities and processes, including partner and project site visits when appropriate.

STAFF SUPERVISION

- Supervise partnership and capacity strengthening staff, including the provision of mentoring and on-the-job training as needed.

QUALIFICATIONS

- University degree in development, project management, business, organizational development, non-formal education, psychology or public administration; Master's degree preferred;
- Minimum of eight years of experience in project management, within international organizations or the private sector, including: management of human resources, project activities and/or budgets;
- Minimum of three years of experience with partnership activities and institutional strengthening, preferably with a religious partner;
- Experience with capacity building, including training and mentoring as well as developing training materials;
- Experience in Institution Strengthening, including developing and/or improving business processes, policies and procedures;
- Excellent interpersonal, communication, representation and networking skills;
- Strong capacity to facilitate collaboration between partners and different departments (programs, finance, etc.);
- Strong leadership, advisory and negotiation skills;
- Strong understanding of the Catholic Church and its internal structures;
- Strong understanding of CRS history, mission and vision particularly as it relates to the Catholic Church;
- Demonstrated experience working successfully in cross-disciplinary teams and facilitating team efforts in the workplace, as well as working independently;
- Proven ability to use Microsoft WORD, EXCEL and PowerPoint;
- **<Insert Relevant Language Requirements>**.

