

JOB DESCRIPTION

About Catholic Care for Children International

Catholic Care for Children International (CCCI) is an initiative of the Union of International Superiors General to promote family and community-based care for the children who are vulnerable and living in the institutional settings. It aims to support and strengthen religious institutes in expressing a charism of care, doing so in ways that improve outcomes for the children by ensuring children grow up in safe, nurturing families or family like environment.

CCCI creates and offers new training opportunities for sisters to acquire new skills. It supports them in engaging with local, national, and regional church-based and other groups that work with care reform. It assists sisters in the creation of life-giving support structures at the local, national, and international levels.

Position Description- Project officer

Reports to- CCCI coordinator

Job type- Full time

Position summary-

The project officer is responsible for assisting the CCCI coordinator in implementing the project activities. This includes the M&E work of the CCC movement, online training and webinars, monthly partners meeting, the provision of technical support to new CCC groups, and attendance at online and in person meetings. The role also includes support for the communications work of the CCCI.

Major duties and responsibilities-

Monitoring and evaluation- Responsible for implementing the M&E tools and framework of the CCC at different levels; national, regional, and international

- Monthly interaction with the M&E person and the leader of each CCC to assist and monitor the collection of relevant data from the field.
- Update quarterly global indicators as contained in the CCCI M&E framework.
- Develop the annual M&E report for CCCI
- Design creative ways to communicate the learnings/experiences of CCC with key stakeholders.

- Build the capacity of the CCC members (M&E persons) to make use of the tools and the framework of the CCCI at ground level.
- When the need arises, support CCCs for internal and external evaluation.

Training and formation (with the CCCI coordinator)

- Organize and prepare CCC monthly meetings
- Organize and prepare global webinars
- Support for online training course.
- Organize, prepare, and attend regional gatherings and other meetings as requested.
- Support new CCCs; especially at the initial phase of their development.
- Attend the meetings with GHR and new CCCs and others

Communications

- Work closely with the communications Officer of the CCCI
- Provide information to the communication person to update CCCI's social media.
- Ensure good and close collaboration with the project network.

Collaboration

- Strong team-working skills
- Assisting the CCCI coordinator in preparation of project reports.
- Ensure good and close liaison in collaboration with project network, stakeholders, and other like-minded organizations.
- Promote the vision and the image of CCCI/CCC in all areas of work.

Qualifications

- Degree level education in a relevant subject or substantial practical experience (at least five years' experience) especially in the field of project management/monitoring and evaluation.
- Experience in coordinating/working in a collaborative and multicultural work environment.
- In-depth understanding of Catholic religious life, especially Catholic Sisters
- Commitment to and ability to clearly articulate the CCCI mission
- Willingness to learn about care reform for children.
- Demonstrated relationship building and interpersonal skills.



- Excellent skills as a writer and speaker in the English. Competence in Spanish or Italian would be an advantage.
- Experience with a wide range of computer technology.
- Able and willing to travel internationally to support CCCI activities
- Able to work collaboratively across teams and organizations and sustain effective working relationships with diverse colleagues, partners, and groups.

To Apply

Please email a cover letter and CV to the administrator CCCI at ccci@uisq.org

Only applications submitted by email will be accepted.

Applications will be accepted up to and including 7th November 2022.

These documents would be accompanied by a letter from your Superior General supporting your application.

This is a full-time paid position

