

Job Title	International Development Fellow
Employer/ Agency	Catholic Relief Services
Job Description	<p>Prior to applying, please read important application instructions on the IDFP website.</p> <p>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.</p> <p>Background The Fellows Program is designed for individuals dedicated to a career in international development, with a focus on program management or operations. All fellows complete a comprehensive practical training that includes project management, project design and proposal development, partnership and capacity building, donor relations and representation, monitoring and evaluation, budget and resource management, supply chain, logistics and systems management, human resources and security protocols.</p> <p>Fellows are based in one of CRS' overseas country programs for the 12-month fellowship. Overseas placements are based on language skills and the needs of our country programs. Most Fellows continue to work for CRS, in a wide variety of positions, upon successful completion of the fellowship.</p> <p>Primary Responsibilities Under the supervision of a senior staff member, support programming and operations in a country program in the following areas:</p> <p>Project Management Support implementation of current projects (activity planning with CRS staff and partners, monitoring, evaluation, accountability and learning activities, field work, etc). Support timely and accurate reporting and learning activities (write/edit reports in collaboration with CRS staff and partners, document lessons learned, etc). Support effective and transparent management of cash and in-kind resources (budget monitoring/analysis, cash forecasting, financial reporting, commodity management, etc). Serve as acting project manager, as appropriate.</p> <p>Project Design and Proposal Development Work with CRS staff and partners on the design of new projects (data collection/assessments, design workshops) and the development of proposals (writing specific sections, preparing budgets, final packaging/editing, etc). Support research & analysis to inform project design (problem identification, stakeholder analysis, gender analysis, gap analysis, budget analysis, theory of change, etc).</p> <p>Partnership & Capacity Building Work alongside CRS partners and support activity planning & implementation, project design, monitoring, evaluation, accountability and learning. Support partnership strengthening and capacity building (e.g. partnership reflection workshops, partner assessment and monitoring visits).</p>

Qualifications	<ul style="list-style-type: none"> • Graduate degree in field relevant and applicable to international development (e.g. Agriculture, Health, Engineering, Business, Public Administration, Finance, Supply Chain) • Fluency in English with strong oral and written communication skills • Professional proficiency in a second language (preference given to major languages spoken where CRS works) • At least six months overseas work or volunteer experience in a developing country (consideration given to applicants with at least five years of experience living in a developing country) • Able and willing to be based in locations with tropical and infectious diseases and limited access to medical facilities.
Salary/Hours	Full Time
Employer/Agency	Catholic Relief Services
Address	228 W. Lexington St.
City, State, Zip	Baltimore, Maryland 21201
Email Address	recruitmentsupport@crs.org
Application Method	https://recruiting.adp.com/srccar/public/nghome.guid?c=1161051&d=External&prc=RMPOD3&r=5000485079606#/
Opening Date	Application closes November 1st

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