Position Name (Title) :	Digital Skills Unit Head	Position Level:	G10
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	4
Version:		Sector /Department/Section :	

Position Reporting Lines

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        Education Program
            Director
               |
        Project Manager
               |
     Digital Skills Unit Head
           /        \
     CS Trainer    IT Trainer
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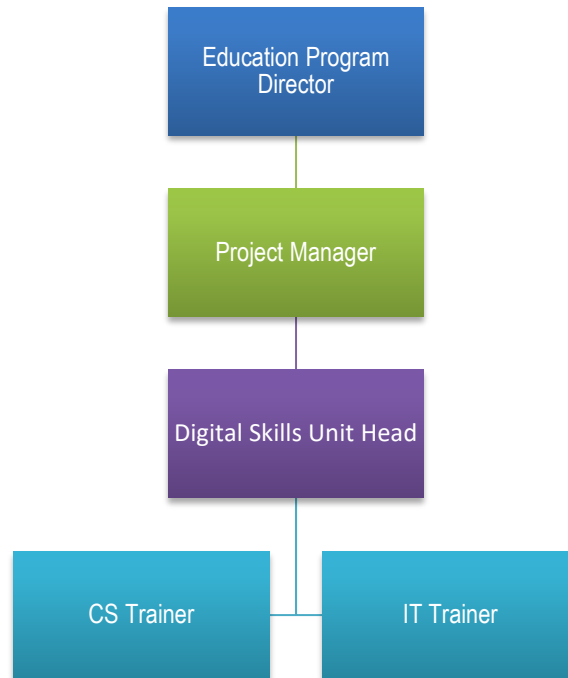
Main Job Purpose

- The Digital Skills Training Unit Head will be responsible for the implementation of all Digitial Skills training Unit activities under the projects' component "Digital Literacy". S/he will be responsible for the coordination with other partners involved in the project, along with managing the CS and IT Trainers.

Objectives

Accountabilities

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1. Develop annual and periodic work plans for the Digital Skills Component in the project

2. Manage the implementation of the Digital Skills Trainings according to the quality standards of the project. Including managing the Digital Skills Unit staff
3. Develop new trainings and interventions based on the feedback from employers.
4. Build partnerships with key stakeholders specialized in Digital Skills trainings based on new ideas proposed in entrepreneurship components or feedback from employers.
5. Collect feedback from trainees on their experience post training to improve and develop trainings curricula.
6. Select trainers based on pre and post assessment tests to ensure their readiness to implement Digital Skills Trainings.
7. Work closely with the Entrepreneurship Innovation specialist and Employment team to ensure digital skills needs for employers and start-ups are covered by the Digital Skills Unit. Coordinate the implementation of the Digital Skills Plan with respective partners in ministries
8. Training and mentoring and on job support for Digital skills team within government partners.
9. Creating Technical Curriculum to be available online.
10. Delivering Technical TOT trainings for partners. Create and develop weekly, monthly and quarterly reports and year reports for the initiatives

Position Relationship with Other Parties

Internal Relationship	External Relationship
• Coding Training Unit Staff • Other projects teams. • Program support unit.	• project beneficiaries • Entrepreneurs in the coding field • Consultants

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60%

Outdoor: 40%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Make Expenditure on a Predefined Budget

Budget Amount	From 10,000 to 100,000 EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Recommend Supervised Employees for Promotion
	Conduct Technical Interview
Consequence of Error	Impact Own Team

Job Requirements

Education:	• At least BA qualification Computer Science or Engineering.
Experience:	• At least 7 year Experience in development.
	• Experience in Universal apps development is a must
	• Experience with Database especially SQL.
	• Experience in Xamarian is a must.
	• Azure knowledge is a Must.
	• Asp.net, C# and java Script Experience is a Must.
	• Store Apps experience is a Must.
	• Clear understanding of Student activities must have experience in one.
	• Experience in handling events and delivering technical trainings
Computer Skills	• Strong MS Office
Languages:	• Fluency in English and Arabic required.

Signatures

Employee		
Manager		
Human Resources		