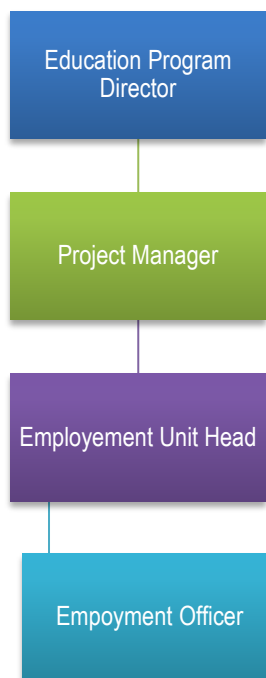




Position Name (Title) :	Employment Unit Head	Position Level:	Grade 10
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	3
Version:		Sector /Department/Section:	

Position Reporting Lines



Main Job Purpose

- The Employment Unit Head will be responsible for the implementation of all Employment Unit activities under the projects' component "Computer Science". S/he will be responsible for the coordination with other partners involved in the project, along with managing the Employment Officers.

Objectives

- Ensure compliance to labours law
- Lead the employment officers team
- Ensure the quality of the employment processes.
- Ensure the implementation of the unit activities



Accountabilities

1. Provide ongoing supervision, leadership, support and guidance to the employment officers
2. Supervise and manage all recruitment events
3. Build and Update an Employers and applicants Database
4. Develop Quarterly and yearly plans for the recruitment unit jointly with partner ministries
5. Building Relations with potential employers.
6. Keeping updated about Egypt labour market requirements.
7. Consolidating reports about all employment activities including disaggregated data about job seekers and available opportunities.
8. Coordinate with the Digital Skills Unit and Business Skills Unit to ensure trainings are aligned with labour market needs.
9. Follow up with job seeker after matching them with employers

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none">• Employment officers team• Other project teams• Program support staff	<ul style="list-style-type: none">• Employment entities• Consultants• Governmental bodies• Job seekers

Working Environment

The position follows the normal working environment of the organization.

Indoor: 85%

Outdoor: 15%

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	Administering a Budget for a Supporting Function
Budget Amount	Choose an item.
Hiring Authority & Promotion	Coach New Employees
	Supervises Two - Three Employees
	Recommend Supervised Employees for Promotion
	Conduct Technical Interview
Consequence of Error	Impact Own Team

Job Requirements

Education:	<ul style="list-style-type: none"> University graduate is a must
Experience:	<ul style="list-style-type: none"> 7 years of experience in Employment and Human Resources Preferred previous experience in working with Youth Understands the need of and sensitivity to culturally diverse populations Knowledge Egypt labor market requirements is a plus.
Computer Skills	<ul style="list-style-type: none"> Strong MS Office Knoweldge
Languages:	<ul style="list-style-type: none"> Fluent in spoken and written Arabic and English with the ability to effectively communicate information and ideas

Signatures

Employee		
Manager		
Human Resources		