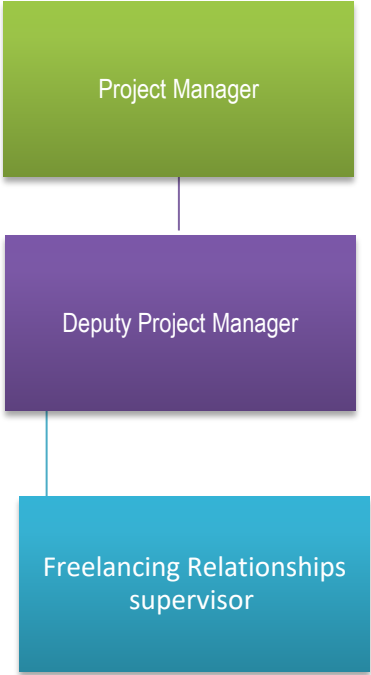


Position Name (Title) :	Freelancing Relationships supervisor	Position Level:	TBD
Reporting to (Title) :	Freelancing Manager	No. of Direct Reporters:	NA
Version:		Sector /Department/Section :	Freelancing

Position Reporting Lines



Main Job Purpose

- Ensure that the Freelancing unit employment objectives are being achieved through the needed channels

Objectives

- Establish and maintain relations and outreach to different Employment Entities, Recruitment agencies, Startups and Universities
- Facilitate the employment channel between employers and freelancers
- Spread Freelancing awareness among the community
- Creating Advocacy plan

Accountabilities

1. Reaching out and building relations with employers through direct outreach activities or attending job fairs.
2. Collect feedback from companies through different tools on their recruitment needs and criteria for recruitment to provide inputs to the training departments.

3. Representing the project in job fairs and at PR events.
4. Consolidate job vacancies from employers and post vacancies on the platform and coordinate with social media teams to post on social media .
5. Help in screening and short listing of applicants for the posted jobs through the platform.
6. Preparing monthly reports on employment activity and results.
7. Follow up with companies who have recruited candidates to validate job placements.
8. Work closely with Communication and Social Media team to outreach for youth and market the freelancing project and Facebook page.
9. Participate upon request with the training teams on delivering workshops or trainings
10. Support Ministry of Youth and partners' freelancing recruitment specialists on their role, follow up on their work
11. Participate in the organization of employment events for freelancers with Ministry of Youth and partners including job fairs, employment days, career days, etc.
12. Building strong relationship with all stakeholders
13. Handle deals with universities and career centers all over Egypt
14. Initiate round tables with stakeholders

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other project teams • Program support staff 	<ul style="list-style-type: none"> • Ministers • Corporates • Employers Entities • Freelancers • NGOs • Universities • Career Centres • Agencies • All other stockholders

Working Environment

The position follows the normal working environment of the organization.

Indoor: 50%

Outdoor: 50%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Judgement After Referring to Supervisor
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Supervises One Employee
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks

Job Requirements

Education:	<ul style="list-style-type: none"> University graduate is a must
Experience:	<ul style="list-style-type: none"> 4+ years of experience in Business Development, Partnerships and/or account management Previous experience in recruitment agency/ Employment Field is a plus management. Business. Understands the needs and challenges of the Egyptian labor market. Knowledge of Egyptian labour laws.
Computer Skills	<ul style="list-style-type: none"> Strong MS Office Knowledge
Languages:	<ul style="list-style-type: none"> Very Good in spoken and written Arabic and English.

Employee		
Manager		
Human Resources		