

Position Name (Title)	:	Team Leader – Improving the Work Environment for Women in the Private Sector Economy	Position Level:	TBD
Reporting to (Title)	:	WR Program Director	No. of Direct Reporters:	
Version:		01	Sector /Department/Section :	Programs

Position Reporting Lines



About the Project

CARE Egypt Foundation has been selected among a consortium led by Pathfinder by USAID to implement the "Women's Economic and Social Empowerment Activity" project. CARE Egypt Foundation is looking for a team leader to play a leadership for the first objective of this call as stated below:

"Through this Objective, USAID/Egypt aims to improve the work environment for women employees in Egypt, working in close partnership with the Egyptian private sector in a number of highgrowth sectors, including sectors that are not traditionally common for women's employment in Egypt. The final selection of sectors will be determined through the annual implementation planning process. Solutions may help improve gender equity and safety at work, increase awareness about the business-case for gender equality, and improve uptake of women-friendly policies and workplaces at firms in the Egyptian private sector. Expected Results Include: 1. Improved gender equity, safety, and women-friendly internal policies at the firm level 2. Increased recruitment and retention of women in high-growth sectors 3. Increased awareness of incentives and benefits that gender equality measures have on profit and sustainability at the firm level"



Objectives

- Technical lead on Objective 1
- Overall delivery of project results on Objective 1, providing framework for delivery, management oversight and guidance to the team

Accountabilities

1. Strategic Planning and Direction

- Advise the COP/DCOP on priority initiatives and strategic direction of the program as they relate to Objective 1
- Ensure, in collaboration with other Objective team leads and the COP/DCOP that objective planning is aligned and activities are mutually reinforcing
- Lead planning, and guide and manage implementation, of activities- Objetive 1 as defined in the program contract and approved work plans, as they may be amended from time to time.

2. Project Management:

- Ensure that all activities are executed in a timely manner in close cooperation with all stakeholders and program staff. Illustrative tasks include but are not limited to:
- Set up appropriate planning and management processes and tools for the team, with clear responsibilities and timelines
- Preparation and review of technical scopes of work for consultants, grants, subcontracts, surveys, and other support as required.
- Monitor, guide, and support members of the team,
- Supervise and coordinate tasks of consultants, grantees, subcontractors, and others supporting activities in support of objective 1 of WESE project.



- Facilitate the planning and implementation of meetings, training programs, workshops, and other events in cooperation with government counterparts, local stakeholders, other donors and programs, and other program staff.
- With M&E team colleagues, ensure the collection of performance data, monitoring and evaluating performance, and identification of lessons learned.
- Contribute in a timely manner to program annual work plans, M&E plans and reports, success stories, newsletters, reports (weekly, quarterly, and annual), and routine requests from USAID and the program implementer.

3. External Representation and Communication

- Participate in regular meetings with USAID, business and private sector partners and wider sector representatives, government counterparts, other local stakeholders, COP/DCOP, and other program staff as required and as per delivery plan
- Advise and support strategic communications relating objective activities.

4. Technical Lead-

- Oversee and plan the technical delivery of Objective 1 from building business partnerships for firm level interventions to wider enabling work to drive policy and advocacy for women's equal participation in the workforce
- Provide direct technical support and advisory and ensure the right technical support for highest quality delivery of interventions in collaboration with the CARE STTA expert pool and CARE Egypt technical staff
- Perform other tasks as assigned by the COP/DCOP consistent with the Objective 1- WESE Team Leader qualifications, this Scope of Work, and the general requirements of the program.

Position Relationship with Other Parties

Internal Relationship	External Relationship
	



Other program.Program support unit.CI	Peer Organizations.Partner Organizations.Donors.
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Working Environment

The position follows the normal working environment of the organization.

Indoor: 70%
Outdoor: 30%
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	Signing Official Contracts	
Budget Amount	From 25 to 75 Million EGP	
	Coach New Employees	
Living Authority 9 Dromotion	Supervises More Than Three Employees	
Hiring Authority & Promotion	Recommend Supervised Employees for Promotion	
	Approve Hiring New Employees	
Consequence of Error	Impact Own Team	
CARE Skills	Level 5	



Job Requirements

Education:	 Master's degree in International Development, Economics, Business Management and/or related field.
Experience:	 Minimum of 8 years of recent and progressively-challenging experience working in international development. Prior management of USAID funded-programs desirable. Experience with two or more of the following: gender, gender-based violence, women's participation in the labor market, or private sector engagement. Experience with one or more of the following cross-cutting approaches: gender equity and female empowerment, youth empowerment, and social accountability and governance.
Computer Skills	MS Office
Languages:	Fluency in written and spoken Arabic and English.
Competencies & Skills	Proven leadership skills. Demonstrated experience recruiting, developing, and managing staff.
	 Demonstrated ability to build and maintain relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations, and partners. Experience managing programmatic and financial reporting requirements.
	Previous experience in Egypt is preferred but not required

Reports		
	Report to Donor(s) according to donor regulation in collaboration with the Chief of Party	

Signatures	
	Date
Employee	



Manager	
Human Resources	