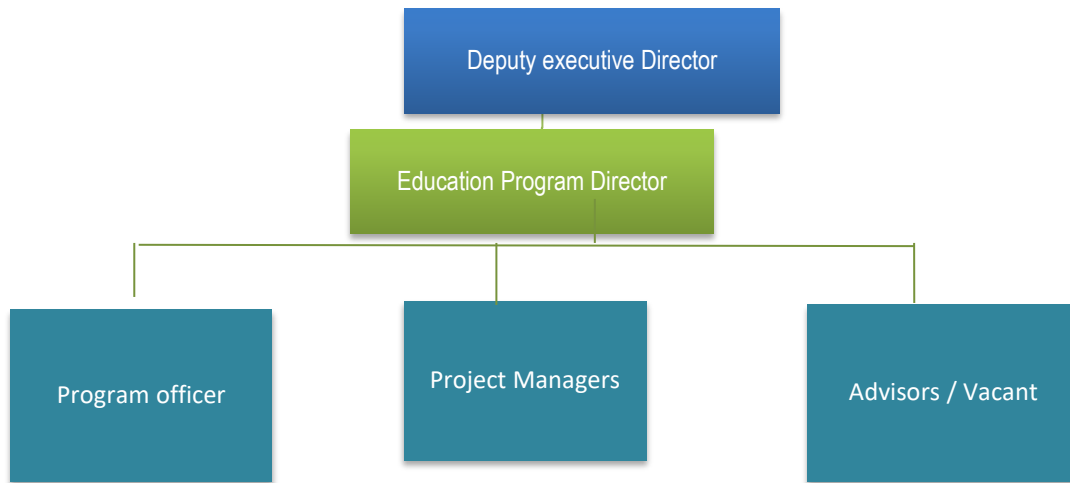


<b>Position Name (Title) :</b>	Education Program Director	<b>Position Level:</b>	14
<b>Reporting to (Title) :</b>	Deputy Executive Director	<b>No. of Direct Reporters:</b>	From 5 to 7
<b>Version:</b>	1.0	<b>Sector /Department/Section :</b>	Programs

**Position Reporting Lines**



**Main Job Purpose**

Lead the Education program towards achieving care's mission to empower Children and local Education platforms

**Objectives**

- Develop and maintain healthy relationship with program stakeholders to implement and advocate for program goals
- Build an effective and loyal team to implement program activities and reach its goals.
- Develop a dynamic program strategy; communicate it clearly to program partners, stakeholders and staff.
- Ensure program financial viability.

## Accountabilities

- Leading the review and update of the program framework to find a clear strategy that can introduce positive sustainable change in the lives of the impact group.
- Develop strategic and diverse national and **regional partnerships** with active actors, donors, and government and Civil society organization to make sure that CARE remains a partner of choice.
- Mobilize and manage financial resources to implement the program strategy with minimum dependence on CARE flexible funds and minimum fluctuation to the program portfolio.
- Recruit skilled human resources and maintain program work environment to keep them motivated to reach maximum program impact.
- Ensure quality implementation of all program activities to promote learning, knowledge generation, and maximize program impact and relevance. Provide technical assistance to CARE CO to promote social accountability.
- Contribute significantly to setting and implementing the strategic directions of the Country office. Actively participate in CO decision taking and Education platforms.
- Ensure maximum accountability, compliance and satisfaction of program stakeholders while maintaining the rights of CARE.
- Lead the program advocacy strategy (at national, regional and international levels) to promote adoption of CARE models and associated policy changes.
- Participates, as member of Program Support/Program team, in the country office long range strategies setting, annual planning, and the decision making process to maintain the CO's effectiveness, efficiency, and relevance.

## Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> <li>• Program staff</li> <li>• Other Programs</li> <li>• Program support units</li> <li>• Other CARE Cos</li> <li>• CMPs</li> <li>• CARE global committees</li> </ul>	<ul style="list-style-type: none"> <li>• Peer INGOs</li> <li>• Egyptian Civil society</li> <li>• Government agencies</li> <li>• Donors</li> <li>• Universities</li> </ul>

## Working Environment

The position follows the normal working environment of the organization.

Indoor: 60 %

Outdoor: 40 %

Working Hazard: none

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours per day

## Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Preparing Forecast for a Core Function
Budget Amount – average of 2 M USD	From 1 to 25 Million EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Recommend Supervised Employees for Promotion
	Approve Hiring New Employees
Consequence of Error	Impact Own Department
<b>CARE Skills</b>	<b>Level 7</b>

## Job Requirements

<b>Education:</b>	A Bachelor's degree in a relevant field – a Master degree will be a plus
<b>Experience:</b>	8-10 years of experience in a managerial post. Previous experience in the education sector or technical education and employment is required. Experience in building partnerships with government and donors is a must.
<b>Computer Skills</b>	MS Office
<b>Languages:</b>	Fluent in writing and speaking English

## Reports

To Deputy Executive Director

**Signatures**

		Date
Employee		
Manager		
Human Resources		