

Position Name (Title) :	Women economic empowerment/ Private sector advisor – Increased recruitment and retention of women in high- growth sectors	Position Level:	TBD
Reporting to (Title) :	Women's Economic Empowerment & Private Sector Team Leader- Objective 1	No. of Direct Reporters:	
Version:	01	Sector /Department/Section:	Programs

#### **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 women economic empowerment/private sector engagement advisor to support the team leader in achieving result 2 of objective 1 of this call as stated below:

"Through this Objective, USAID/Egypt aims to improve the work environment for women employees in Egypt, through engaging with Egyptian companies in a variety of high-growth sectors (including sectors that are traditionally male-dominated) to improve gender equality performance and ultimately enhance working conditions for women in Egypt, including women's recruitment, retention, and career development.

Initiatives under Objective 1 include raising awareness of the business case for gender equality, improving workplace conditions, and improving the adoption of gender equal policies and practices in Egyptian companies; as well as working with civil society, non-governmental organizations and local communities to enhance skills training and job placement opportunities for women.

### **Objectives**

- Technical lead for result 1.2 under Objective 1 "Increased recruitment and retention of women in high-growth sectors"
- Overall delivery of program results in the assigned sub-objective; providing framework for delivery, and guidance to the team under the supervision of the Private Sector Team Lead.

#### **Accountabilities**

#### 1. Technical Lead:

 Oversee and plan the technical delivery to increase recruitment and retention of women in highgrowth sectors



- Identify and build partnerships with Platforms and channels for recruitment for firms/ factories part of the project.
- Assess the working conditions and identify women workers challenges.
- Work on community level to strengthen women workers' skills in collective engagement
- Provide guidance in identifying participatory solutions for women's recruitment and retention in selected firms.
- Tailor training programs aimed at improving the work environment within industrial facilities
- Build and maintain long-term relationships with the private sector partners.
- Provide guidance and technical advice in developing strategies of mobilizing men as allies at work and household level.
- Provide direct technical support and advisory support for highest quality delivery of interventions in collaboration with the CARE short term experts and CARE Egypt technical staff

### 2. Strategic Planning and Direction:

- Advise the Private Sector Team Lead on priority initiatives and strategic direction of the program under the "recruitment and retention" result.
- Ensure, that objective planning is aligned and activities are mutually reinforcing
- Lead planning, and guide and manage implementation, of activities- under to increase recruitment and retention for women, as defined in the program contract and approved work plans, as they may be amended from time to time.

#### 3. 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
- guide, and support members of field staff.
- With MEL team 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, MEL plans and reports, success stories, newsletters, reports (weekly, quarterly, and annual), and routine requests from USAID and the program implementer.

#### 4. 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



Position Relationship with Other Parties				
Internal Relationship	External Relationship			
<ul> <li>Other programs at CARE Egypt Foundation.</li> <li>CEF Program support unit.</li> <li>Technical colleagues at CARE International (CI)</li> <li>Project management unit for the Women's Economic and Social Empowerment Program, led by Pathfinder</li> </ul>	<ul> <li>Businesses and Private Sector firms targeted by the Program</li> <li>Businesses, recruitment networks and platforms</li> <li>Government officials</li> <li>Peer Organizations.</li> <li>Representatives of Partner organizations Donors, especially USAID representatives</li> </ul>			

## **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	Make Expenditure on a Predefined Budget	
Budget Amount	From 1 to 25 Million EGP	
	Coach New Employees	
Hiring Authority & Promotion	Does Not Supervise Employees	
Hirling Authority & Promotion	Does not Participate in the Promotion Cycle	
	Conduct Technical Interview	
Consequence of Error	Impact Own Team	



Job Requirements	
Education:	Master's degree in International Development, Economics, Business Management and/or related field is preferred.
Experience:	<ul> <li>Minimum of 8 years of recent and progressively-challenging experience working in international development.</li> <li>Prior experience working in a private sector environment desirable</li> <li>Prior experience in working in donor funded-programs desirable .</li> <li>Experience with two or more of the following: gender, gender-based violence, women's participation in the labor market, or private sector engagement.</li> <li>Experience with one or more of the following cross-cutting approaches: gender equity and female empowerment and employability, youth empowerment, and social accountability and governance.</li> </ul>
Computer Skills	MS Office
Languages:	Fluency in written and spoken Arabic and English.
Competencies & Skills	<ul> <li>Proven leadership skills. Demonstrated experience recruiting, developing, and managing staff.</li> <li>Demonstrated ability to build and maintain relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations, and partners.</li> <li>Experience managing programmatic and financial reporting requirements.</li> </ul>
	Previous experience in Egypt is required

# Reports

Report to Donor(s) according to donor regulation in collaboration with the Women's Economic Empowerment & Private Sector Team Lead and the Chief of Party



# Signatures

	Date
Employee	
Manager	
Human Resources	