

<b>Position Name (Title) :</b>	Employment Officer	<b>Position Level:</b>	8
<b>Reporting to (Title) :</b>	Employment Unit Head	<b>No. of Direct Reporters:</b>	NA
<b>Version:</b>		<b>Sector /Department/Section :</b>	

**Position Reporting Lines**



**Main Job Purpose**

- Ensure that the Employment objectives are being achieved through the needed channels

**Objectives**

- Establish relations and outreach to different employment, freelancing entities
- Facilitate the employment channel between the employer, Freelancers, and the job seeker.
- Facilitate the matching between freelancers and related platforms.

## 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 social media.
5. Screening and short listing of applicants for the posted jobs through the related forms and Freelance platforms.
6. Preparing monthly reports on employment activity and results.
7. Follow up with companies who have recruited candidates to validate job placements.
8. Participate upon request with the training teams on delivering workshops or trainings on CV writing, Job Search, Interview Skills, freelancing skills, HR.
9. Support for MoY and partners' recruitment specialists on their role, follow up on their work
10. Participate in the organization of employment events with MoY and partners including job fairs, employment days, career days, etc.

## Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"><li>• Other project teams</li><li>• Program support staff</li></ul>	<ul style="list-style-type: none"><li>• Employers Entities</li><li>• Job seekers</li><li>• Freelance platforms admins</li></ul>

## Working Environment

The position follows the normal working environment of the organization.

Indoor: 25%

Outdoor: 25%

Working Hazard: Low

Working Days: 3 days

Days Off: 4days

Working Hours: 8 hours

## Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	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"> <li>University graduate is a must</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>4+ years of experience in Employment and Human Resources</li> <li>Experience in a multinational organization.</li> <li>Understands the needs and challenges of the Egyptian labour market.</li> <li>Knowledge of Refugees and Egyptian labour laws.</li> <li>Good background regarding the Implementation of the freelancing training activities.</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>Strong MS Office Knowledge</li> </ul>
Languages:	<ul style="list-style-type: none"> <li>Ver Good in spoken and written Arabic and English.</li> </ul>

## Signatures

Employee		
Manager		
Human Resources		