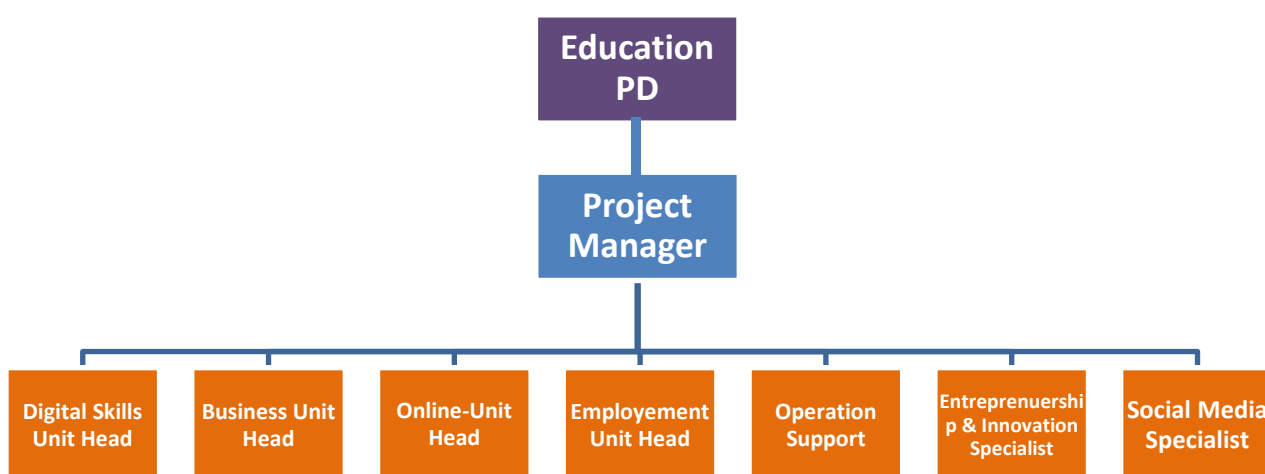


Position Name (Title) :	Tawar Wa Ghayar Project manager	Position Level:	12
Reporting to (Title) :	Education Program Director	No. of Direct Reporters:	5 - 7
Version:		Sector /Department/Section:	Education Program

Position Reporting Lines



Main Job Purpose

- Successfully and efficiently, lead the implementation of all Tawar Wa Ghayar project activities, maintain and extend project's strategic relationships with key partners from youth and students related ministries, under the supervision CEF Executive Manager to reach the optimum outcome of project impact group in line with its strategic objectives and contractual obligations.

Objectives

- Smooth (effective and efficient) implementation of the project;
- Strong and sustainable strategic partnership with governmental entities like Ministry of Education and Technical Education, Ministry of Youth and Ministry of Communication and Information Technology and other related ministries;
- Smooth and pragmatic capacities, information and experience sharing and channelling to related ministries and entities;
- Perform strong leadership to team members;
- Contribute to the achievement of CEF's goal;
- Contribute to improving CEF's internal workflow and process.

Accountabilities

1. Develop and execute a **strategic plan**, setting goals, aligning with internal and external stakeholders, balancing investment delivery through both a depth and breadth tactics enabling broad reach of beneficiaries
2. Building new partnerships with new public, private institutions, and NGOs helping in scaling the project
3. Leading the communication and relationship with Microsoft
4. Develop all required reporting monthly, quarterly, annually
5. Serving as subject-matter-expert and liaison for business stakeholders, providing timely insight, feedback and expert field implementation
6. Execute the Digital Skills and Employability strategy to equip underserved communities with digital and employability skills to be employed in the digital economy.
7. Manage budgets effectively, including allocation, management of the forecast and spend, on time and within compliance.
8. Lead all communication with MoY and relevant government partners for effective and successful project implementation;
9. Accountable for Preparation and finalization of concept notes and project proposals, Baseline and end-line evaluation of project;
10. Supervise the process of Monitoring and evaluating the projects and contributing by delivering ideas;
11. Maintaining overall coordination and supervision of the project components and staff under the project and keep the team informed of any relevant development in the programmes.

Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> • CEF support unit and departments. • CEF executive manager • CEF Projects Teams • CEF BoT members 	<ul style="list-style-type: none"> • Ministries and Governmental Entities • Microsoft • Donors and Private Sector • Partner Organizations

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 / day

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
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 Team

Job Requirements

Education:	<ul style="list-style-type: none"> University degree is a must in any related field
Experience:	<ul style="list-style-type: none"> 8+ years of experience in the community development Experience in managing and implementing employability programs both job placement and entrepreneurship. Proven ability and experience in developing and managing public-private partnerships Ability to communicate effectively with direct teams, internal and external stakeholders National understanding and context: Ability to execute programs to deliver measurable impact against the local, provincial, and national contexts. Strong understanding of emerging digital technologies and the opportunities that these new trends offer to advance social and economic outcomes. Ability to manage several moving parts at once and being comfortable with tight deadlines and prioritization in a dynamic and matrixed organization.
Computer Skills	<ul style="list-style-type: none"> Strong MS Office
Languages:	<ul style="list-style-type: none"> Fluent in spoken and written Arabic and English with the ability to effectively communicate information and ideas

Signatures

Employee		
Manager		
Human Resources		