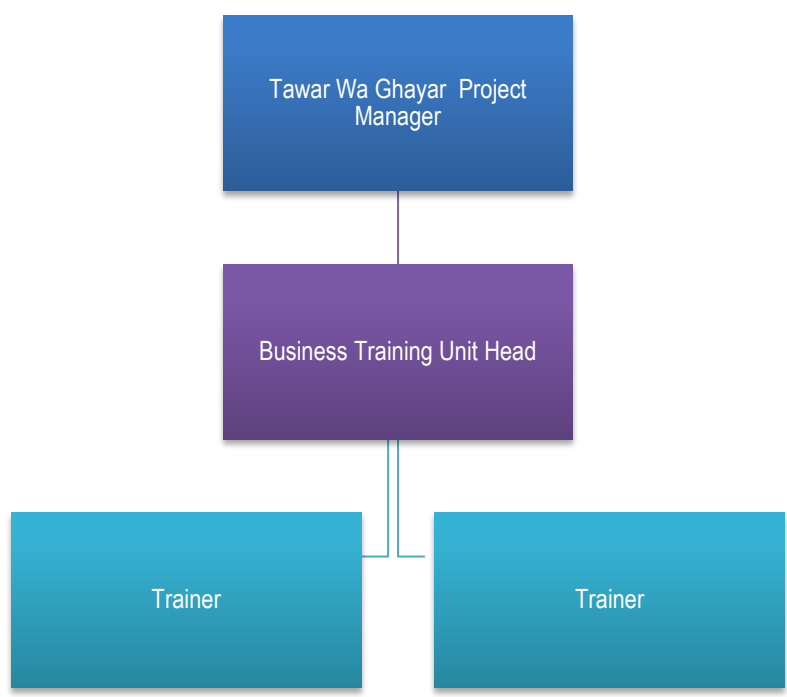


| | | | |
|--------------------------------|---------------------------------|-------------------------------------|----|
| Position Name (Title) : | Business Training Unit Head | Position Level: | 10 |
| Reporting to (Title) : | Tawar Wa Ghayar Project Manager | No. of Direct Reporters: | 2 |
| Version: | | Sector /Department/Section : | |

Position Reporting Lines



Main Job Purpose

- The Business training Unit team Leader will be responsible for the implementation of all business training Unit activities under the projects' component "Business Unit". S/he will be responsible for the coordination with other partners involved in the project, along with managing the business trainers and field supervisor.

Objectives

- Ensure quality field implementation of the business training plans.
- Ensure proper implementation of budgeted field activities.
- Ensure the quality of the implementation of the business trainings for the different stakeholders for the entire project
- Manage and lead the project business trainers' team

Accountabilities

1. Create, develop and manage business unit training activities: soft skills, business skills, and entrepreneurial skills.
2. Coordinate with MoY and project partners all related activities.
3. Mainstream and channel capacities and competencies' to MoY Tawar We Ghayar Unit and team.
4. Develop full-scale business trainings plans, curriculum, monitoring, evaluation...etc.
5. Develop and manage project trainings resources allocation
6. Identify up-to-date training themes and business needs in cooperation with employment unit and develop/update training content/curricula/materials...etc. accordingly
7. Document and share lessons learned and outcomes.
8. Develop and prepare regular reports defining unit progress, opportunities, challenges...etc.
9. Maintain and extend CEF and projects' strategic partnerships

Position Relationship with Other Parties

| Internal Relationship | External Relationship |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Other projects teams. • Program support unit. | <ul style="list-style-type: none"> • Microsoft • Ministry of Youth and Sports, MCIT, MOETE • Partners • Media • National Governmental officials. • Consultants & Experts |

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60 %

Outdoor: 40%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

| POSITION DIMENSION | |
|------------------------------|----------------------------------------------|
| Level of Authority | Authority Within the Departement |
| Budget Control | Make Expenditure on a Predefined Budget |
| Budget Amount | From 100,000 to 200,000 EGP |
| Hiring Authority & Promotion | Coach New Employees |
| | Supervises More Than Three Employees |
| | Recommend Supervised Employees for Promotion |
| | Conduct Technical Interview |
| Consequence of Error | Impact Own Team |

Job Requirements

| | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education: | <ul style="list-style-type: none"> University graduate is a must |
| Experience: | <ul style="list-style-type: none"> 5+ years of experience Experience in a multinational organization. Understands the needs and challenges of Egyptian youth in the Employment, Capacity building and Entrepreneurship. Experience in managing Youth trainings and activities. |
| Computer Skills | <ul style="list-style-type: none"> Strong MS Office Knowledge |
| 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 | | |