Position Name (Title) :	Project Advisor	Position Level:	9
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	N/A
Version:		Sector /Department/Section:	Education

Position Reporting Lines

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┌─────────────────────────────────────┐
│           Project Manager            │
└─────────────────────────────────────┘
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┌─────────────────────────────────────┐
│           Project Advisor            │
└─────────────────────────────────────┘
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Main Job Purpose

Provide the required technical support and training to projects teams, beneficiaries, and stakeholders according to projects goals and needs.

Objectives

- Improve staff capacity and partners technically
- Improve the quality of project's interventions through providing technical information.
- Share and promote learning between different projects in the same technical sector or interventions.

Accountabilities

- Develop a manual for the social enterprises' framework
- Provide technical analysis for beneficiaries' needs
- Suggest project's activities to strengthen project technical aspects.
- Review technical training materials based on project needs.
- Contribute to develop projects technical tools review M&E tools and templates from technical side.
- Participate in implementing advocacy plan for projects and identify advocacy messages.
- Participate in reviewing data gathering tools, data collection and situation analysis.

- Develop the technical related parts in the project's reports.
- Main responsible for achieving project's technical results/targets.

Position Relationship with Other Parties

__Internal Relationship__	__External Relationship__
- Projects Teams - Other program staff - Support unit (Finance & Procurement, HR, IT and Admin)	- Governmental officials - Suppliers - NGOs - Peer organizations

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60%

Outdoor: 40%

Working Hazard:

Working Days: 3 days

Days Off: 4 days

Working Hours per day : 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:	Bachelor's degree in a related field.
Experience:	Previous experience in development and at least 5 years of experience in similar technical role.
Computer Skills	MS Office
Languages:	- Good level of English - Arabic

Signatures

		Date
Employee		
Manager		
Human Resources		