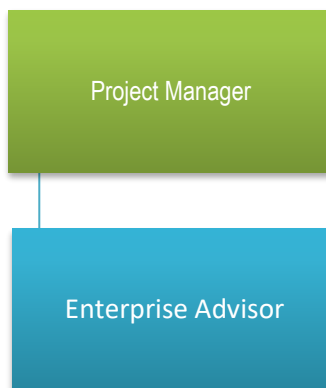


<b>Position Name (Title) :</b>	Enterprise Advisor	<b>Position Level:</b>	10
<b>Reporting to (Title) :</b>	Project Manager	<b>No. of Direct Reporters:</b>	NA
<b>Version:</b>		<b>Sector /Department/Section :</b>	Education

**Position Reporting Lines**



**Main Job Purpose**

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

**Objectives**

- Establish relations and outreach to different employment, freelancing entities
- Provide technical support to the field team,
- Develop training materials, Design TORs & Conduct capacity building for the field team
- Develop the entrepreneurial channels between the beneficiaries, Freelancers, stakeholders and the job seeker.
- Facilitate the matching between freelancers and related platforms.

## Accountabilities

1. Reaching out and building relations with target groups through direct outreach activities or attending job fairs.
2. Collect feedback from related companies, NGOs, YC spaces through different tools on their business development needs and criteria to develop their business to provide inputs to the training departments.
3. Representing the project in job fairs and at PR events.
4. Work with nominated local partners to complete a needs assessment, focusing on existing careers provision, successes, challenges, and gaps in the selected areas.
5. Screening and shortlisting of applicants for the entrepreneurship training program through the related forms and Freelance platforms.
6. Preparing monthly reports on entrepreneurial activity and results.
7. Draw on existing networks to support the beneficiaries' lead(s) in implementing a strategy.
8. Link the selected target beneficiaries with relevant stakeholders, potential investors, and relevant industries.
9. Participate upon request with the training teams on delivering workshops, mentorships, and training on business development, business plan analysis, marketing and applying for funds, etc...
10. Support the project and partners' recruitment specialists in their role, follow up on their work
11. Support and provide on-time support to the enterprise community.
12. Provide professional-level enterprise advisory services, including the conduct of independent enterprise assessments and the provision of enterprise-level consultancy services to support remediation and enterprise improvement.

## 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: 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	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 the social dialogue, capacity building in the private sector, Entrepreneurship promotion, Business Development, community engagement or other relevant fields.</li> <li>Experience in a multinational organization.</li> <li>Understands the needs and challenges of the entrepreneurship Ecosystem.</li> <li>Knowledge of Refugees and Egyptian labour laws.</li> <li>Understanding of industry relations and social dialogue to contribute towards core services and stakeholder engagement.</li> <li>Good background regarding the Implementation of freelancing training activities.</li> <li>Good reporting skills</li> <li>Ability to monitor the effectiveness of capacity-building initiatives undertaken by partner organizations/ consultants.</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>Very Good in spoken and written Arabic and English.</li> </ul>

## Signatures

Employee		
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<b>Manager</b>		
<b>Human Resources</b>		

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