

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

Position Reporting Lines



ط

Main Job Purpose

- Ensure that the entrepreneurship component's objectives are being achieved

Objectives

- Design, implementation and management of the Entrepreneurship Incubation Program
- Establish relations and outreach to different employment, freelancing entities and positional social entrepreneurs
- Lead a capacity-building program to develop entrepreneur teams own technical and financial proposal in order to establish six new NGOs
- design and lead the implementation of the social entrepreneur teams.
- Develop the entrepreneurial channels between the beneficiaries, Freelancers, stakeholders.
- Facilitate the matching between social entrepreneur teams and related platforms to insure proper support need to the social entrepreneur teams initiatives. .

Accountabilities

1. Reaching out and building relations with target groups through direct outreach activities or attending job fairs.
2. Contact with related companies, NGOs, YC spaces to provide inputs on the social Entrepreneurship Program.
3. Representing the project in job fairs and at PR events.
4. Work with partners to complete nominate social entrepreneur teams for the competition and the Entrepreneurship Incubation Program (EIP).
5. Screening and shortlisting of applicants for the entrepreneurship program.
6. Preparing monthly reports on entrepreneurial activity and results.
7. Draw on existing networks to support the social entrepreneur teams in implementing the component's strategy.
8. Link the selected social entrepreneur teams 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 and provide on-time support to the social entrepreneur community.

Position Relationship with Other Parties

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

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"> University graduate is a must
Experience:	<ul style="list-style-type: none"> 4+ years of experience in the social dialogue, capacity building in the private sector, Entrepreneurship promotion, Business Development, community engagement or other relevant fields. Experience in a multinational organization. Understands the needs and challenges of the entrepreneurship Ecosystem. Knowledge of Refugees and Egyptian labour laws. Understanding of industry relations and social dialogue to contribute towards core services and stakeholder engagement. Good background regarding the Implementation of freelancing training activities. Good reporting skills Ability to monitor the effectiveness of capacity-building initiatives undertaken by partner organizations/ consultants.
Computer Skills	<ul style="list-style-type: none"> Strong MS Office Knowledge
Languages:	<ul style="list-style-type: none"> Very Good in spoken and written Arabic and English.

Signatures

Employee		
----------	--	--

Manager		
Human Resources		
