

Position Name (Title) :	Projects Manager	Position Level:	12
Reporting to (Title) :	Program Director	No. of Direct Reporters:	2-4
Version:	01	Sector /Department/Section :	

Position Reporting Lines



About the project:

CARE Egypt Foundation has signed an agreement with UNICEF to implement a project aiming at:

To improve the quality of education through active learning: teaching skills and classroom management; Teachers' awareness raising on refugee/migrant children's specific needs: and life skills and citizenships education (LSCE), and foundational Literacy and Numeracy.

The project will be implemented in Cairo, Giza and Alexandria targeting refugees/migrant in Egypt.

The project will thus aim to achieve the following specific objectives;

- Support the children with access to quality learning.
- Support parents and teachers through learning hubs/spaces services.
- Improve skills and capacities of the teachers, volunteers.

The programme targets 6000 children accessing non-formal education interventions in six learning hubs.

The programme will follow a coordinated and integrated approach to address refugees/migrant' educational needs in the targeted six learning hubs.

Main Job Purpose

- Successfully and efficiently lead the implementation of all project activities under the supervision of the program director to achieve project goal and feed into the organization strategic objectives.

Objectives

- Manage the implementation of all project/s activities to ensure efficiency and effectiveness.
- Contribute to the achievement of the program goal.
- Contribute to improving CARE's internal workflow and process.

Accountabilities

1. Plan, manage and closely monitor the implementation of project/s plan to ensure timely and accurate reporting for projects achievements /challenges to program director and donor.
2. Identify, create, manage and maintain productive partnership and networking with different stakeholders in the local and national level to maximize the impact of program effort in local and national level.
3. Check data and conduct field visit to ensure accuracy of data and to guarantee project implementation is on track according to annual and donor plans.
4. Capture best practices and lessons learned to enhance the program's knowledge base and provide MEAL officer with required materials.
5. Effectively manage and monitor project/s budget/s to ensure spending rates are within the safe range according to approved budget in light of CARE and donor policy and procedures.
6. Support in the development of new projects proposal and concept notes by providing needed technical and financial inputs.
7. Collaborate with program support units to ensure smooth project operations and aligning all the process and procedures with CARE's and donor polices.
8. Support the PD in initiating and maintaining strategic and diverse relationships & networking with stakeholders to ensure that the program and CARE remain a partner of choice.
9. Timely and perfectly meets CARE and donor reporting requirements with high quality and accuracy level.
10. Present Care in the Education in Emergency Working Group meetings/event and provide updates/information on the Project and coordinate with working group members accordingly

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other programs. • The projects team members • Senior Management • Support unit (Finance & Procurement, HR, IT and Admin) • Communication Unit • MEAL Unit 	<ul style="list-style-type: none"> • Peer Organizations. • Partner Organizations; NGOs • Stakeholders • Government Officials • Suppliers and vendors and service providers • Donors.

Working Environment

The position follows the normal working environment of the organization.

Indoor: 70%

Outdoor: 30%

Working Hazard: Medium

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

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
CARE Skills	Level 5

Job Requirements

Education:	Required: <ul style="list-style-type: none"> BSc of relevant degree A higher degree in Management or projects Management is a plus
Experience:	Required: <p>Previous experience working in the field of education and working with refugees.</p> <p>Among which at least 4-5 years of experience in a project managerial position.</p>

Computer Skills	<ul style="list-style-type: none"> MS Office with a high proficiency in teams, zoom and power point
Languages:	<ul style="list-style-type: none"> Very good English & Arabic
Competencies & Skills	<ul style="list-style-type: none"> Highly level of leadership skills High capability of operational decision making Planning and organizing Analytical thinking Negotiation skills Problem solving Reports writing

Reports

Signatures

		Date
Employee		
Manager		
Human Resources		