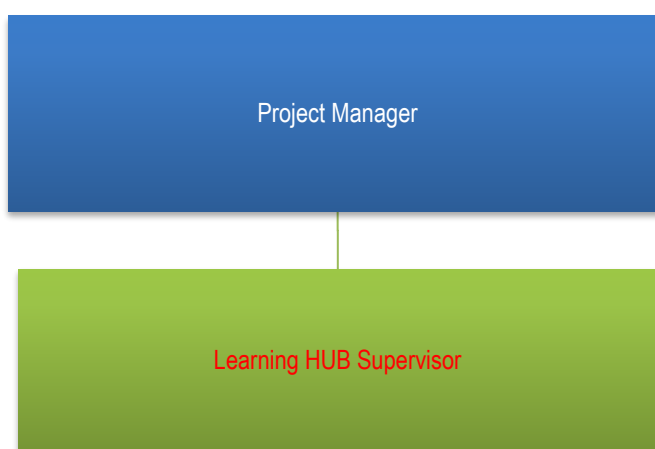




<b>Position Name (Title) :</b>	Learning Hub Supervisor	<b>Position Level:</b>	Grade 9
<b>Reporting to (Title) :</b>	Education Project Manager	<b>No. of Direct Reporters:</b>	N/A
<b>Version:</b>	1	<b>Sector /Department/Section:</b>	Education Program

### Position Reporting Lines



### Main Job Purpose

Supervise the running of Learning Hub ( inside and out side activities )

. The hub Supervisor will be responsible for supporting the implementation of all activities in the hub. Ensuring quality of implementation is crucial to this position. He/She has to maintain positive relationship with beneficiaries and different partners. S/he is also responsible for developing and keeping the filing system accurate and up to date. He/She will be also responsible for reporting and documentation while compiling and tracking initiative data, information, achievements and activities based on initiative M&E plan.

### Objectives

- Ensure smooth running on the learning hub
- Ensure activities ( inside and out side the hub) are implemented as per work plan within the hub
- Ensure rules and regulations in the hub are enforced and respected

### Accountabilities



- Develop a monthly calendar of activities inside and outside the Learning hub in coordination with the project manager.
- Promote the existence of the learning hub among our targeted and potential beneficiaries and other partners.
- Ensure quality implementation of activities, flags problems, and takes corrective actions
- Ensure a friendly and peaceful atmosphere is always maintained within the space.
- Report for work implementation within the opportunities /challenges to his /her direct supervisor and plays a key role in highlighting successful interventions and remaining gaps that should be covered.
- Ensure proper data gathering, data accuracy, and filling as per the monitoring and evaluation plan.
- Demonstrate a high level of coordination with peer colleagues to offer a fast response to the target group.
- Ensure that all games and equipment are functioning and stored securely at the end of the day.
- Ensure that inventories are up to date and that replacement needs are highlighted to the direct supervisor.
- Plan and organize all Hub activities ex: learning, life skills, and recreational
- Train Hub's volunteers/Facilitator
- Supervise children inside the Hub
- Responsible for Induction Training Plan (Designing – Structuring and delivering)

**Position Relationship with Other Parties**

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> <li>• Other program.</li> <li>• Program support unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Partner Organizations.</li> </ul>

**Working Environment**

The position follows the normal working environment of the organization.

Indoor: 0 %

Outdoor: 100 % (in the Hub)

Working Hazard: Normal

Working Days: 5 days

Days Off: 2 days

Working Hours: 7:9-30 to 3- 5:30

**Position Dimensions**



POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	Make Expenditure on a Predefined Budget
<b>Budget Amount</b>	From 10,000 to 100,000 EGP
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:	BSc of relevant field. <ul style="list-style-type: none"> <li>• A STEM background is preferable.</li> <li>• Having a good understanding of education and the learning environment.</li> <li>• Having good knowledge of different stages of child development.</li> <li>• Having an experience with online education and how to integrate technology to the educational curriculum.</li> <li>• Eager to learn</li> </ul>
Experience:	2- 3 years of experience in field implementation of development work.
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> <li>• Arabic</li> <li>• English</li> </ul>

### Reports



**Signatures**

		Date
Employee		
Manager		
Human Resources		