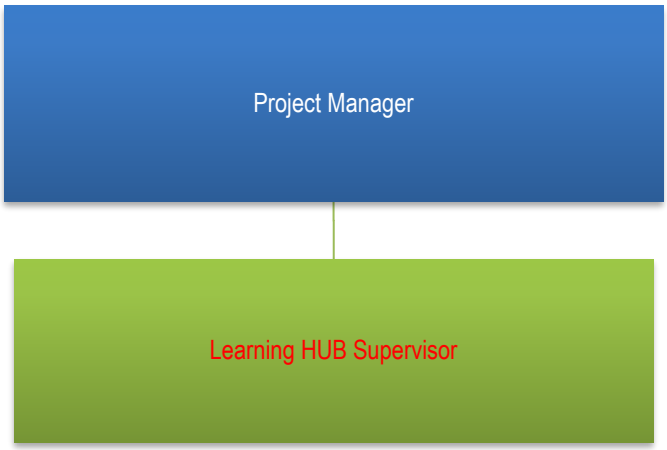
Position Name (Title) :	Learning Hub Supervisor (Cairo)	**Position Level:**	Grade 7
Reporting to (Title) :	Education Project Manager	**No. of Direct Reporters:**	N/A
Version:	1	**Sector /Department/Section:**	Education Program

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

Internal Relationship	External Relationship
• Other program. • Program support unit.	• Partner Organizations.

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
Budget Amount	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. • A STEM background is preferable. • Having a good understanding of education and the learning environment. • Having good knowledge of different stages of child development. • Having an experience with online education and how to integrate technology to the educational curriculum. • Eager to learn
Experience:	2- 3 years of experience in field implementation of development work.
Computer Skills	MS Office
Languages:	• Arabic • English

Signatures

		Date
Employee		
Manager		
Human Resources		