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| Position Title: | Work Readiness, Career Guidance & Decent Work Programme Coordinator |
| Organisation: | Sadat City Investors' Association (SCIA) |
| Project Name: | Skills4Trends Project |

| Responsibilities: | |
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| Strategic Support: | <ul style="list-style-type: none"> Work closely with the project team leader and experts to develop and execute a comprehensive strategy and methodology for achieving the programme's goals. |
| Research and Planning: | <ul style="list-style-type: none"> Conduct targeted research tasks to guide the planning and implementation of programme activities and complementary initiatives. Understand the specific needs, interests, and preferred communication channels of each target group (businesses, companies' CEOs, businesses, HR managers, companies' supervisors, wight and blue workers, job seekers and career guidance councillors). Participate in creating and adhering to project plans, including timelines, budgets, and resource allocation, under the project team leader's guidance. |
| Outreach and Promotion: | <ul style="list-style-type: none"> Research relevant industry publications, organizations, and events to reach each target group. Create content that highlights the benefits of the programme's activities and services, demonstrating its value to each target group. Use a mix of channels to reach target audiences and build awareness of the project's value, such as: <ul style="list-style-type: none"> Online channels: website, social media, email marketing, online advertising, webinars. Offline channels: industry events, conferences, workshops, networking meetings. |
| Execution & Monitoring: | <ul style="list-style-type: none"> Manage and execute the programme's technical activities, including monitoring and evaluating results. |
| Risk Management: | <ul style="list-style-type: none"> Proactively identify potential implementation risks and propose alternative solutions to the project team leader. |
| Partnership Development: | <ul style="list-style-type: none"> Establish and foster strong relationships with key stakeholders, including SME companies, business associations, startups, governmental entities, career guidance counsellors, universities, TVET and dual system institutions to ensure continuous support for the programme and its target groups. |
| Policy Compliance: | <ul style="list-style-type: none"> Guarantee adherence to project donor and partner policies and procedures throughout implementation. |
| Representation: | <ul style="list-style-type: none"> Represent the project at consultancy and advisory SCIA board meetings and conferences when needed. |
| Documentation and Reporting: | <ul style="list-style-type: none"> Generate regular, high-quality technical progress reports aligned with the project's log frame indicators to the project team leader promptly, highlighting both accomplishments and challenges. |

| Candidate Qualifications: | |
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| Education: | <ul style="list-style-type: none"> Bachelor's degree in business administration, economics, development studies, or related field required; master's degree in human resources management, counselling, social work, MBA, or MPA preferred. Accredited ToT (Training of Trainers) certificate is a plus. |
| Experience: | <ul style="list-style-type: none"> Minimum 5 years of professional experience in career guidance, workforce development, or project management. Proven track record of building and managing strong relationships with job seekers, businesses, and company CEOs. Strong understanding of labour market trends, skills development, career guidance methodologies and decent work. Familiarity with the employment opportunities, TVET and dual system landscapes in Egypt. Experience in donor-funded projects is a plus. |
| Skills and Competencies: | <ul style="list-style-type: none"> Strong analytical and problem-solving abilities. Strong project management skills, including planning, execution, monitoring, and evaluation. Excellent interpersonal and communication skills, with the ability to build rapport with diverse stakeholders. Knowledgeable in research methods and data analysis, including quantitative and qualitative techniques. Proficient in Microsoft Office and familiar with using social media applications in project management. Ability to work independently and as part of a team. Passion for youth development and social impact, with strong cultural sensitivity and adaptability. Proficient in English, including reading, writing, and speaking skills. |

| Selection Criteria: | |
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| | <ul style="list-style-type: none"> Experience in career guidance, employment ecosystem, decent work, or project management in a similar context. Must be highly motivated and results-oriented with a passion for making a positive impact on the lives of young people. Should have evidence of strong analytical, problem-solving, communication, interpersonal, and project management skills. A deep understanding of the needs and challenges of job seekers, employers, companies, and HR managers is essential. Proactive and self-driven approach to work with a strong work ethic and dedication to achieving high-quality results. The ability to collaborate effectively with a diverse team of experts is a must. Candidates with experience in the manufacturing or industrial sector will be a bonus. |

| Application: | |
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| | <ul style="list-style-type: none"> Prospective candidates are required to submit their application letter, Curriculum Vitae (CV) along with documented work experience and academic certificates to Sadat City Investors Association at egypt-careers@ib.international Please refer to "Work Readiness & Decent Work Programme Coordinator in SCIA" when submitting your application. The deadline for applications is 20.01.2024 at 5:00 pm. |