



NAHDET EL MAHROUSA

Terms of Reference (TOR)

Program Coordinator

About Nahdet El Mahrousa:

Nahdet El-Mahrousa (NM)¹ is a non-profit non-governmental organization registered with the Ministry of Social Solidarity under registration number 5435 for the year 2003. NM seeks to make a positive impact on Egypt's cultural, economic and social development through incubating social enterprises that work on solving developmental issues in innovative, sustainable and scalable ways. Under its incubator, NM currently incubates several active projects in the areas of youth development, economic development and arts and culture development.

<u>Position Title:</u>	Program Coordinator
<u>Position Location:</u>	Cairo
<u>Position Duration:</u>	1 Year Renewable (Project hire)
<u>Report to:</u>	Program Manager
<u>Target Start Date:</u>	October 2017

Job Summary:

The Program coordinator is responsible for assisting Program Manager in all implementation aspects of the program, including monitoring and evaluation and finance.

Specific Duties & Responsibilities:

Responsibilities include, but are not limited to, the following:

- Support and follow-up on the implementation of program activities in accordance with program proposal and activities timeline;
- Implement the Monitoring and Evaluation (M&E) plan of the program) ensuring achievement of program indicators;
- Handle all logistics of workshops, events, meetings, etc;
- Assist program manager in preparing program progress reports and documenting program success;
- Conduct field visits to monitor program implementation;
- Coordinate the development of marketing materials, including designs and posting of flyers, posters;
- Ensure regular sharing of information & updates with partners;
- Additional relevant responsibilities and tasks as they arise.

Qualifications & Experience:

¹ NM (<http://www.nahdetmasr.org>) is an Egyptian Non-Governmental Organization (NGO) registered with the Ministry of Social Solidarity (MoSS) under number 5435 for the year 2003.

Nahdet El Mahrousa

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www.nahdetelmahrousa.org



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The ideal candidate will fit the profile below, however we are open to consider strong candidates with alternative profiles such as business, CSR, or education backgrounds.

Education

- Relevant university degree.

Experience

- At least 1 year of relevant working experience preferably in the field of development, education, or employment;
- Experience in report writing and developing program documents and work plans would be an asset;
- Experience in volunteer programs and NGO work in Egypt would be preferable;
- Experience in organizing workshops, conferences and event planning.

Skills and Languages:

- Excellent oral and written communication skills with the ability to write and speak persuasively;
- Excellent English and Arabic writing skills;
- Excellent computer skills, especially experience of Excel;
- Highly organized and able to meet tight deadlines;
- Excellent research and analytical skills;
- Excellent communication, negotiation and partnership building skills;
- Capable of multitasking and prioritizing;
- Ability to work with multi-stakeholders and partners.

Travel Requirements: Some travel to governorates is required.

Salary: A competitive package will be offered to selected candidate.

If interested please send your resume and cover letter to rannia.elsayed@nahdetelmahrousa.org by September 19th 2017

NM is an equal opportunity employer.

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