



VACANCY ANNOUNCEMENT

Position: Senior Project Officer – SEC Project (Fixed-term local contract)

Association Name:	Asmae –Sister Emmanuelle Association
Location:	Cairo - Maadi
Contract Type:	Fixed-term Contract
Starting Date:	November 1 st , 2024
Deadline for Application:	October 2 nd , 2024

I- ORGANIZATION BACKGROUND:

Asmae is a French international solidarity NGO specialized in child development. It is independent, non-religious, non-political, and open to everyone.

Created in 1980 by Sister Emmanuelle following her experience with scavengers in Egypt's slums, Asmae keeps on respecting its founder's values and methods: listening and proximity, pragmatism, respect of the differences, professionalism and reciprocity.

Asmae's action aims to support vulnerable children and their families through providing tailor-made and long-lasting support to local stakeholders working on education and child protection.

Its vision, *"A fair world which guarantees that children can live and grow with dignity within their environment, to become free women and men who contribute to society"*, is broken down into four missions:

- Stimulate child development through a global approach. To do this, Asmae also works on family support by taking their environment into account;
- Build the capacity of local stakeholders involved in child development, boost cooperation amongst them and maximize their social impact;
- Stand up for children by raising awareness and advocating;
- Experiment, disseminate and share practices.

Nowadays Asmae supports education and child protection projects in six countries and manages a mother and childcare center in France.

In Egypt, Asmae is registered under the Ministry of Solidarity since May 2015. Currently, Asmae works in four thematic areas, namely: Access to quality education, protection, professional integration and promoting inclusion and diversity.

Asmae is currently implementing three projects:

- "Promoting Youth Participation, Inclusion and Protection with a focus on youth with disabilities" (YPIP Project- phase 2). This project is funded by the French Agency of Development (AFD), in which Asmae supports 1 local Egyptian' partner, that provides rehabilitation services to children with disabilities, in addition to, enhancing inclusive education in eight public schools in Beni Sweif and Cairo. This project is part of a global program that Asmae is implementing in its five countries of intervention: "Youth as an Agent of Change". The project second phase started in January 2024 and will last for 3 years.
- "Safer Environment for Children" Project that started in January 2022 with a focus on child protection



in partnership with Life Vision for Development (LVFD) and the Egyptian Association for Comprehensive Development (EACD) NGOs. This project aims to protect children aged 6-17 years living in the slum areas of Manshiet Nasser, Ezzbet el Nakhl and El Marg districts (rag-pickers residential areas) from all sorts of child abuse to secure a more protective environment to be able to access quality fundamental services for their development to reach out to their full potential.

- “Youth Inclusive Empowerment Project” that focuses on the empowerment of 300 youth (including youth with disabilities) in 9 targeted areas to provide them with the skills needed for their professional integration. The project is implemented in partnership with two local civil society organizations that have experience in the rehabilitation and employment of youth with disabilities and equipping youth with the needed skills for their future integration in the labour market.

Asmae Egypt’ team is based in Cairo with 11 staff members: Egypt Country Representative, Projects Partnership and Projects Manager, 2 Senior Project officers, 1 Project Manager, 2 Technical Advisors for Protection, 1 Technical Advisor for Inclusion, MEAL Officer, 1 Administrative and Financial Officer and 1 Admin Finance Assistant and an Operations and Procurement Officer.

2. GENERAL OVERVIEW OF POSITION / WORKING CONDITIONS:

Job Title: Senior Project Officer

Location: Cairo, Egypt

Line Manager: Projects and Partnership Manager

Main functional relationships:

- Country Office: Projects and Partnership Manager, Senior Administrative and Finance Officer, Project Technical Advisors, Procurement and Operations Officer, MEAL Officer
- Head Office: Programme Manager, Grants Manager, Education & Protection Technical Advisor

3. MISSION:

The Senior Project Officer will be responsible for the implementation, monitoring and reporting of “Safer Environment for Children Project” (SEC). S/he will directly work and coordinate efforts with two local partners located in El Marg and Manshiet Nasser districts to support them in activating their own protection policies and safeguarding mechanism to protect children at their educational centers from all sorts of abuse, in addition, to training of child protection committees and teachers in four public schools on positive discipline approaches.

This project is part of a broader program “Protecting and Empowering children Affected by Conflicts or Excluded” PEACE in Asmae’s three countries of intervention Burkina Faso, Philippines and Egypt. Phase (1) of the project started in January 2022 and will end in June 2025, with a possibility of extension till we start phase (2) of project in another targeted areas, where we will build on the successes of part (1) and lesson learned.

The Senior Project Officer follows the local security and safety rules and procedures and participates to the security context analysis.

4. RESPONSIBILITIES:

4.1. Operational Project Management:

- Ensures the smooth implementation of activities within the time frame and in accordance with contractual commitments
- Monitors the administration of partner relationships (partnership agreements, management tools, etc.)

- Develop monthly action plan with the two partners and monitor activities implementation timeline.
- Organizes and/or facilitates regular meetings with the partners (coordination, steering committees, etc.)
- Supports partners in the implementation of activities, and strengthens their management-monitoring-evaluation capacities
- Organize project preparation workshop(s) and project events in close cooperation with the partners
- Drafts Terms of Reference for procurement of goods or services and participate in the selection committees.
- Work with Asmae M&E Officer to develop project M&E plan, with guidance from HO Monitoring, Evaluation, and Learning team
- Establish a close collaboration with the Protection Technical Advisor to follow-up the activities implemented during the project
- Manage the work of technical consultants contributing to the project, and facilitate their work with the two project partners.
- Monitor and reports to management on the progress of all project activity within the program, including significant milestones, and any conditions, which would affect project cost or schedule.
- Gathers and centralizes information on project activities & complete the project tracking indicators sheet on the project database. Consolidates the information and share it with Asmae Headquarters in order to prepare for the Steering Committee meetings with the project team.
- Prepares narrative progress and final reports in line with the format and time schedule indicated by the funder(s) / co-funders
- Prepare the communication plan for the project and ensures its realization within the timeline of the project and as per the work plan.
- Ensures that our project promotes inclusion, gender mainstreaming, and youth participation and follows a rights-based approach in all our activities.

4.2. Budget Management of the project:

- Ensures compliance with the procedures and budgetary framework of the EU and Asmae.
- Informs all personnel involved in the projects of the procedures and requirements of the donor(s)
- Manages project budgets together with the Senior Administration and Finance Officer: allocation of expenditure for Asmae, and validation of partner expenses
- Supports the Senior Administration & Finance Officer in the financial and administrative monitoring of partners.
- Ensures adherence to the administrative time schedule of financing agreements (transfer of Asmae funds, transfer of partner funds, deadlines for financial reports, deadlines for the performance of financial audits, etc.)
- Validates monthly budget monitoring in accordance with the validation procedure (budget-line spending, flexibility between items, expenditure projections to the end of the project)
- Contributes to budgeting for amendments
- Contributes to financial reports intended for the donor(s)
- Ensures that records are kept in accordance with the established procedures
- Contributes to preparations for, and support the Senior Administration and Finance Officer in financial audits

4.3. Contribution to the hiring of new project staff:

- Participates in the interview process of new staff, and consultants to be hired for the project.
- Participates in the hiring selection committees for project procurement process to reach the final decision.
- Perform technical induction for new employees on project main objectives, outcomes and expected results of the SEC project.



4.4. Contribution to the development of National Office activities & future projects:

- Contributes to facilitation of team meetings
- Organizes and participates in monitoring missions undertaken by headquarters
- Represents the organization at meetings and in other activities
- Conduct brainstorming sessions with partners for collecting data related to future projects
- Participate in developing Asmae Country Strategy and Annual Action Plan

5. PROFILE

Education / Experience

- BA/S or equivalent in social science, management, international development or another relevant field.
- Minimum 7 years of professional experience working in development projects, funded by institutional donors, and managing grants with local civil society organizations.
- Proven experience in gender transformative programming, and inclusion promotion.
- Strong knowledge in project management, and Monitoring and Evaluation.
- Provide technical and operational support to the project's staff and partners.
- Fully aware of protection dimension, and safeguarding programming.
- **Experience in child protection and Safeguarding is required.**
- Multi-sectorial knowledge is highly preferred.

Professional Skills:

- Autonomous and proactive
- Strong communication, multi-tasking and reporting skills
- Positive, respectful attitude and collaborative approach to problem solving and for offering support to partners.
- Demonstrated attention to detail; ability to follow procedures, meet deadlines and work independently as well as cooperatively with team members.
- Proficiency in MS Office and relevant managerial software and other database applications
- Proficiency in English (writing and oral) and Arabic is essential.

6. PRACTICAL INFORMATION

Duration: 8 months (renewable upon satisfactory performance)

Starting date: November 1st, 2024

Contract: Egyptian fixed-term contract (Full time job)

Location: Cairo

How to APPLY?

Candidates should send their CV along with a cover letter **in English Language**, showing the persons motivation and expertise to recruitment.egypt@asmae.fr with the Subject: **“Senior Project Officer 9-2024”** no later than October 2nd, 2024 before 5:00 PM

Closing Date: October 2nd, 2024

Applications received after this deadline will be disregarded