



**AGA KHAN FOUNDATION
(EGYPT)**

مؤسسة أكاخان (مصر)

Job Advertisement (02/2018)

**Senior Programme Manager,
Aswan Skills Development Programme**

Location: Cairo/ Aswan
Reporting to: Chief Executive Officer
Duration of contract: Minimum of two years with the possibility of extension
Type of Employment: Full Time
Job Reference: ASDP 01

Background

Aga Khan Foundation (AKF), alongside its sister Aga Khan Development Network (AKDN) agencies, has implemented innovative, community-driven solutions to development challenges for more than 45 years. It focusses on a small number of specific development problems by forming intellectual and financial partnerships with organisations sharing its objectives. With a small staff, a host of cooperating agencies and thousands of volunteers, the Foundation reaches out to vulnerable populations on four continents, irrespective of their race, religion, political persuasion or gender.

The Aga Khan Foundation Egypt (AKF, E) is managing a five-year skills development initiative in collaboration with private sector, government and Canadian partners in Aswan Governorate. The Aswan Skills Development Program (ASDP), funded by Global Affairs Canada, focuses on strengthening the quality and range of vocational and technical training programs, and professional development programs available to young women and men. AKF Egypt is seeking outstanding candidates excited about the opportunity to shape the future of Upper Egypt's technical vocational and professional education landscape.

The ASDP aims to improve the knowledge and services available to young women and men as they transition from education or under unemployment in to training, and from training to work or entrepreneurship. ASDP seeks to build on the success of the Om Habibeh Foundation's Continuing Education Centre (CEC), which since its inception in 2010 has become a leader in English language and Information Technology (IT) training in Aswan. Through the programmatic activities of ASDP, the CEC and its public sector partners will expand their training offerings to include professional training courses such as Management, Life Skills, and Entrepreneurship in order to meet the skills development needs of employers in the Upper Egypt labour market. ASDP will also deliver technical vocational education and training (TVET), and develop career counselling and job placement services.

Position Objectives:

The Senior Programme Manager will lead the implementation of the program strategy outlined in the Project Implementation Plan, ensure effective day to day operations, and work with senior management, ASDP managers, and external partners to build the institutional capacity of the CEC and its partners. The Senior Programme Manager is expected to develop and maintain extensive relationships across all part of the organization – Human Resources, Finance, Operations, Programs, Monitoring and Evaluation – and with Global Affairs Canada representatives in Egypt.

Main Responsibilities:

1. Lead a diverse team of 20 professionals including Aswanese, Cairene, and expatriate staff. Work with the ASDP managers to build the capacity of these professionals to deliver the program effectively and to deliver on the long-term mandate of the CEC.

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2. Ensure that the ASDP meets its technical and financial targets in accordance with the Performance Measurement Framework, budget, and annual work plans approved by Global Affairs Canada.
3. Manage and build collaborative partnerships with reputable national/international educational institutions involved in skills development, technical and vocational training, such as the American University in Cairo, the University of Central Asia, and Seneca College (Canada).
4. Work with the Chief Executive Officer to liaise with private sector companies, local government, donor programs and civil society to establish mutually beneficial partnerships in the design and delivery of high quality, market relevant courses, and in maximizing the effectiveness of complementary or otherwise strategically linked initiatives.
5. Work closely with the ASDP's CEC, TVET, Entrepreneurship, and Quality and Accreditation Managers to identify, design and deliver training programs that meet the needs of the labour market, and national and international standards, and build capacity in public sector training partners.
6. Oversee setting up and operating systems and structures including data collection, reporting, monitoring and evaluation, scheduling and lessons learned.
7. Ensure the effective use of IT, learning technologies (e.g., online and blended learning), and student databases to improve the efficiency and quality of service delivery.
8. Ensure consistent and reliable project documentation reports are produced. Prepare management reports and documentation for both internal and external stakeholders.
9. Extend and expand the offerings of the CEC and ensure that the ASDP is aligned with AKDN's other programming in Aswan.
10. Ensure that project successes, learnings and policy impacts are captured, distributed and shared with partners and other relevant stakeholders to ensure that ASDP makes a significant contribution to dialogues related to skills development programming and policy, both at regional and national levels.
11. Ensure Gender Equality principles and activities are integrated throughout all program activities, as well as building internal and partner capacity to develop and deliver gender-responsive programming and gender-sensitive work environments.

JOB SPECIFICATIONS

- J A Master's degree in Education, Management or a related field.
- J Minimum 10 years of experience in management, ideally leading multi-sector teams, with a focus on the development sector.
- J At least five years of experience overseeing an education/training facility, preferably with a focus on TVET and skills development.
- J Strong knowledge of trends, discourse, policy and technical matters related to youth, skills development, employment, TVET and entrepreneurship, particularly in the Middle East and North Africa region.
- J Previous work experience in Egypt, especially Upper Egypt, is preferred but not required.
- J Previous experience of managing donor funded programs in particular familiarity with results based management and ideally working with Global Affairs Canada.
- J Experience managing, coaching and mentoring staff in a consultative and participatory manner.
- J Strong oral and written communication skills; excellent demonstrated interpersonal skills; demonstrated skills in building and maintaining relationships with governments, donors, other donor-funded projects, CSOs as well as local and international partners.
- J Demonstrated negotiation skills.
- J Ability to build trust and motivate staff.
- J Leadership qualities with proven experience in planning and delivery, monitoring & evaluation, program development, project management, curriculum development and training.
- J Proficiency in spoken and written English, and working knowledge of Arabic is an asset.

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-
-) Ability to work under pressure with multiple tasks, demands and deadlines with a positive and constructive attitude.
 -) Strong sense of responsibility, professionalism and attention to detail.

Practical information to apply:

Deadline for application is March 05, 2018. Interested candidates should visit www.akdn.org/careers/1184732 to send a letter of interest and their resume.

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