



## VACANCY ANNOUNCEMENT

### **Economic Empowerment Field Officer**

Association Name:	Asmae – Sister Emmanuelle Association
Location:	Cairo
Contract Type:	Local fixed-term contract
Duration:	6 months (December 1 <sup>st</sup> , 2024 to May 29 <sup>th</sup> , 2025)
Deadline for Application:	<b>12<sup>th</sup> November, 2024</b>

#### **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 seven 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 co-existence and diversity.

Asmae is currently implementing four projects:

- "Promoting youth participation, inclusion and protection" project, funded by the French Agency of Development (AFD), in which, Asmae supports one Egyptian civil society organization to empower youth to become agents for change in their communities and advocate for the rights of youth with



disabilities.

- “Safer Environment for Children” project that works with two local civil society organizations to enhance their child protection mechanisms inside their centers and in four public schools.
- “Youth Inclusive Empowerment Project” funded by the European Union, that focuses on empowering 300 youth (including youth with disabilities) in 9 targeted areas. 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 employment.

Asmae Egypt’ team is based in Cairo with 12 staff members: Egypt Country Representative, Project and Partnerships Manager, 3 Senior Project officers/Managers, 2 Technical Advisors for Protection, 1 Technical Advisor for Inclusion, 1 Administrative and Financial Officer and 1 Admin Finance Assistant and an Operations and Procurement Officer, and finally 1 M&E officer.

## 2. **GENERAL OVERVIEW OF POSITION / WORKING CONDITIONS:**

**Job Title:** Economic Empowerment Field Officer

**Location:** Cairo, Egypt

**Line Manager:** Senior Project Officer

### **Main functional relationships:**

- Country Office: Senior Project Officer, Senior Administrative and Finance Officer, Project Technical Advisors, Procurement and Operations Officer.
- Head Office: Support team at HO

## 3. **MISSION:**

The Project Field Officer will be supporting the Project Senior Officer in the implementation, monitoring and reporting of the “Youth Inclusive Empowerment Project” funded by the EU. S/he will be working directly with the project local partners in the field to monitor the project implementation and make sure that all activities are implemented on time and with quality.

The project main aim is to provide youth with the needed skills to equip them to be integrated in the labour market through wage employment or self-employment.

## 4. **RESPONSIBILITIES:**

### **4.1. Project Implementation/ Reporting and Documentation:**

- Assist in the planning and implementation of economic empowerment activities in the target community.
- Conduct field visits to project target areas, monitor project progress, and ensure activities are implemented according to the work plan.
- Contribute to the youth selection process with partners

- Contribute to the evaluation committee for the grants to be provided to the youth as per the project budget and criteria provided by the technical advisor
- Assist partners in following up with employers
- Assist partners in post training follow-ups as per tools and methodology placed by M&E officer
- Work with local partners, and beneficiaries to ensure effective delivery of project activities.
- Ensure the smooth implementation of activities within the time frame and in accordance with contractual commitments
- Prepare and submit regular reports on project activities, challenges, and successes.
- Maintain accurate records of all project-related activities, including beneficiary data and track financial expenditures.
- Assist in documenting the minutes of meetings with project partners.
- Ensures that our project promotes inclusion, gender mainstreaming, and youth participation and follows a rights-based approach in all our activities

#### **4.2 Capacity Building for Project Partners:**

- Foster positive relationships with local partners to support project goals.
- Follow-up with partners and ensure that activities are implemented according to plan
- Follow-up with the training to ensure that all topics are being delivered to the youth with quality
- Assist partners with procurement processes and selection process consultancies

#### **4.3 Coordination and Collaboration:**

- Coordinate with partner organizations, and stakeholders to ensure smooth project implementation.
- Attend and represent the project in community meetings, workshops, and other relevant activities.
- Collaborate with other departments (e.g., finance, logistics, monitoring and evaluation) to ensure timely and efficient project delivery.

#### **4.4 Budget and donor Compliance:**

- Ensure compliance with the procedures and budgetary framework of Asmae,
- Inform all personnel involved in the projects of the procedures and requirements of donor (Asmae),
- Support the Senior Administration & Finance Officer in the financial and administrative monitoring of partners,
- Ensure that records are kept in accordance with the established procedures
- Contribute to preparations for, and support the Senior Admin & Finance Officer in financial audits

### **5. Profile**

#### **Education / Experience**

- BA/S or equivalent in social science, management, international development or another relevant field.
- Minimum 3 years of professional experience working in development projects, preferably in **economic empowerment and livelihood** projects.
- Strong experience in working with youth, partners and governmental officials is highly desirable.
- Proven experience in gender programming, and inclusion promotion.
- Fully aware of protection dimension, and safeguarding programming.
- 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:** 6 months

**Starting date:** December 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](mailto:recruitment.egypt@asmae.fr) with the Subject: **“Economic Empowerment Field Officer”** no later than 12<sup>th</sup> November, 2024 before 5:00 PM

**Closing Date: 12<sup>th</sup> November, 2024**

Applications received after this deadline will be disregarded