



TERMS OF REFERENCE
Youth In Action
Position Title: Project Manager

Established in December 2005, Alwan wa Awtar (A&A) is a non-profit organization registered with the Ministry of Social Affairs (reg. no 6320) with the aim of promoting visual and performing arts and non-formal education to enhance the creativity and critical thinking of underprivileged children and youth. Using arts as a vehicle for social development, we envision a more knowledgeable, creative and cultured youth who are able to compete in today's world so that they will be able to break the cycle of poverty in which they were brought up in. Situated in the heart of the community we serve, our staff and volunteers are deeply committed to working for positive and innovative social change.

Alwan wa Awtar is looking to fill the position of Project Manager. Working closely with the Executive Director and Financial Manager, he/she will be responsible for the management of the new "Youth in Action" project.

Position Title:	Project Manager
Type:	Full-time
Starting Date:	October 2016
Location:	Cairo, Kafr Hamza
Reports to:	Executive Director
Working days:	5 days a week, 10am-6pm or 11am - 7pm

The Project Manager (PM) will ensure the smooth running of the project from the beginning to the end including project inception activities, annual and quarterly planning and reporting, and implementation of project activities, project reviews and project closure. The PM will have the responsibility to ensure the effective and efficient day-to-day implementation of the project under the overall guidance and supervision of the Executive Director.

Tasks and responsibilities include:

- Selecting and hiring the project team.
- Prepare project plans and reports in collaboration with project team.
- Supervise the timely and effective implementation of the project objectives in light of the project plans and budget.
- Managing all financial issues and coordinating with financial manager and accountant.
- Liaising with DROSOS for all project purposes: budgeting and financial management, reporting, monitoring and evaluation, networking with partner-organisations, media activities, etc.
- Leading the process of rooting A&A as a functional and relevant community development organization in Kafr Hamza, within A&A's broader strategic vision.



- Sustain relationships with the local community leaders in Kafr Hamza and Mokkatam, and attend community-networking events.
- Overseeing and supporting project staff.
- Conducting yearly appraisals with the support of A&A's HR & Executive Director.
- Produce relevant visibility and media material for the project and the organisation as a whole.
- Collaborate with the M&E officer for the purpose of the project.
- Attend and actively participate in Alwan wa Awtar's management team meetings.
- Build strong relationships with organizations working in the same field.
- Represent organisation in conferences, events and media and government bodies.
- Develop a sustainable plan for the continuity of the project, both in Kafr Hamza and Mokkatam.
- Other related tasks as required by the Executive Director and/ or Board.

Qualifications

- University degree knowledge in related community development project, education, management or related fields; master degree would be an asset.
- At least 5 years of extensive experience in project management, planning and implementation, familiarity with donor funded development projects is an asset.
- Strong analytical skills, oral and written communication, and team building skills.
- Able to work with a diversified team from all walks of life. Experience in leading teams of national and international experts is an asset.
- Excellent working level of Arabic and English languages, both in writing and speaking.
- Budgeting skills.
- Able to work effectively under pressure and to manage the challenges of expanding an organisation in a new location.

Duration: 3 years starting tentatively from October.

To apply: Please send a cover letter and a resume highlighting suitability to the position to info@alwan-awtar.org and exec.dir@alwan-awtar.org with the subject title: "PM Position". Deadline: Application is open until the position is filled.