Call for Applicants

Program Manager – ENID/El Nidaa

Location: Cairo
Application Deadline: 23/01/2022
Post level: Program Manager
Starting Date: 13 February 2022
Contract Duration: 1 year, renewable

Background and Context:
The mission of ENID/El Nidaa initiative is to develop and design action-oriented strategies to address vital economic development challenges, notably poverty reduction and job creation. Its aim is to create an integrated process for the design of best practice projects and programs, and to disseminate these solutions to development practitioners and policy-makers. Collectively, these projects and programs emphasize inclusive socio-economic development. ENID/El Nidaa is headquartered in Cairo, with a local ENID/El Nidaa office in the Qena governorate.

ENID/El Nidaa initiative covers four major programs/domains, each of which has the potential to impact significantly on poverty reduction and job creation, as follows:
   A. Upgrading basic services in Rural Upper Egypt;
   B. The promotion of micro, small and medium enterprises (MSMEs);
   C. Sustainable agricultural development and off-farm income; and
   D. Knowledge Hub and digitalization;

Main Tasks
I. Management
   ● Manage, guide, mentor, and evaluate performance of program B staff in coordination with the ENID/El Nidaa Managing Director.
   ● Participate in all El Nidaa general meetings and annual reviews.
   ● Monitor and evaluate program B activities to ensure timely delivery of program outputs as per project work plans and within designated budgets.
   ● Work strategically by carrying out necessary planning to implement operational changes.
   ● Develop the program B Action Plans and ensure their implementation efficiently.
   ● Liaise with the finance, production, business development, and marketing teams departments as appropriate.
   ● Manage/supervise annual training when new skills are needed and obtain and/or develop effective training materials.
• Research and identify new business opportunities - including new markets, growth areas, trends, customers, partnerships, products, and services and new ways of reaching existing markets.

II. Fundraising
• Research about fundraising opportunities and lead proposal writing.
• Build long-term relationships with existing and potential donors.
• Attend seminars, conferences and events when/where appropriate.

III. Reporting
• Supervise and review preparation of the Annual Work Plan (AWP) and Quarterly Progress Reports in accordance with the applicable Donor guidelines.
• Participate in the preparation of Progress Reports to Donor Partners in accordance with their guidelines.
• Review Program logical frameworks and achievement reports to meet institutional donor reporting requirements.
• Contribute to ENID/El Nidaa’s Knowledge and Dissemination Frameworks through seeking from the development community their contribution of policy papers and case studies on ENID/El Nidaa’s projects on the ground and their impact on decision making at the local and central levels.

Required Qualifications
• Advanced University Degree (Master’s Degree or equivalent) in Economics, Management, or any related field.
• At least 15 years work experience in development preferably in areas related to MSME projects and Program Management.
• Ability to think strategically, see the bigger picture, and set objectives in order to develop and improve the Program.
• Excellent planning and time management skills, organizational and problem solving skills and ability to work well under pressure.
• Experience in mobilizing resources from a range of funding agencies.
• Previous experience in working in Upper Egypt and working with NGOs.
• Excellent analytical report writing in accordance with large scale, donor funded development projects.
• Knowledge of research methodologies and best practices in Research and Analysis including Qualitative and Quantitative data analysis tools to promote ENID/El Nidaa’s approach to integrated development.
• Demonstrated professional competence of subject matters related to Entrepreneurship.
• Previous work and practice in the field of design, and crafts is an asset.
• Ability to lead a team with diverse backgrounds and professional disciplines and be a team player with initiative and demonstrated capacity to work in innovative projects.
• Highest level of oral and written communication as well as presentation skills.
• Ability to communicate effectively with and network with different groups (NGOs, consultants, beneficiaries, government, private sector, entrepreneurs).
• High proficiency in written and spoken English and Arabic.

**Application Procedure:**
Interested and qualified candidates should submit their applications which should include the Detailed Curriculum Vitae (CV). Please quote “Program Manager” in the subject line. Applications should be emailed to elnidaa@elnidaa.org to reach us no later than 23/01/2022.