

Sanad for Alternative Parental Care

Senior Specialist - People and Culture

<p>ABOUT SANAD</p>	<p>Sanad for Alternative Parental Care is a non-profit organization, yet acts as a social enterprise, is registered under the Ministry of Social Solidarity (MoSS) since 2008.</p> <p>Our Vision: A world where orphans shape their future.</p> <p>Our Mission: Strengthening the alternative parental care system through standardization, research, certified training, and advocacy, so that every orphan to realize his uniqueness and potentiality.</p> <p>Since its foundation, Sanad has been introducing innovative solutions based on a transformation approach to reform orphanage care in Egypt and ensure a better future for children and youth raised in care homes. Yet, in 2016, Sanad extended its efforts to include another form of alternative care which is foster/alternative families (Kafala) by joining the Higher Committee of Alternative Families at MoSS. Sanad created a breakthrough in the field of orphans care by developing Quality Standards for Alternative Care within care homes for children and youth without parental care and advocating for mandating these standards nationwide which was accredited and mandated by the Ministry of Social Solidarity in June 2014.</p> <p>Sanad's projects and programs are driven from its long-term strategic objectives (2024-2030):</p> <ol style="list-style-type: none"> 1. Providing technical support to enable the transformation of care-homes' system from institutional care to semi-family care. 2. Qualifying foster families to be capable of raising children deprived of parental care. 3. Preparing qualified cadres to work within the alternative care system. Developing mechanisms of sustainability and ensuring the quality of the alternative care provided in all its forms. 3. Gaining the support of the private sector and the civil society to advocate for equal opportunities for all care leavers. 4. Raising the institutional and the technical efficiency of civil society organizations and the private sector to empower care leavers socially and economically. <p>Sanad was recognized as one of the best six practices worldwide to improve the living environment by Dubai International Award, was selected as the best project under the Humanitarian Category in the Arab Region by MBC Hope in 2014, was recognized by Prince Mohamed Bin Fahd Prize for Best Charity Performance in 2017 in the Arab World and received Misr El Kheir Foundation "Social Pioneers Prize" in 2020 for its effort in implementing the fourth goal in the SDGs "Quality Education."</p>
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REPORTS TO	People & Culture Manager
DUTIES & RESPONSIBILITIES	<p>Talent Acquisition & Recruitment:</p> <ol style="list-style-type: none"> 1. Lead recruitment processes for senior roles and key hires, working closely with hiring managers to understand talent needs. 2. Implement and refine recruitment strategies, ensuring a diverse and qualified candidate pool. 3. Support the development of an efficient onboarding process for new employees. <p>Performance Management:</p> <ol style="list-style-type: none"> 4. Oversee the performance management process for all employees, ensuring alignment with organizational goals. 5. Collaborate with managers to ensure performance appraisals are completed on time and provide guidance on setting clear, measurable objectives. 6. Support employees and managers in handling performance issues and developing improvement plans. <p>Employee Engagement & Retention:</p> <ol style="list-style-type: none"> 7. Design and execute employee engagement initiatives to enhance motivation, job satisfaction, and organizational commitment. 8. Monitor employee morale through surveys and feedback, ensuring issues are identified and addressed. 9. Develop and manage retention strategies, including employee recognition and reward programs. <p>Learning & Development:</p> <ol style="list-style-type: none"> 10. Lead or assist in the design and implementation of development programs that align with both individual and organizational needs. 11. Track and assess training needs across departments to build learning initiatives that improve employee skills. 12. Coordinate internal and external training opportunities for staff, ensuring participation and measuring outcomes. <p>Policy Development & Implementation:</p>

13. Contribute to the development and continuous improvement of People & Culture policies, ensuring they comply with legal requirements and best practices.
14. Ensure the effective implementation of policies across the organization.
15. Provide guidance to staff and leadership on HR policies and best practices.

Compensation & Benefits:

16. Conduct regular benchmarking and market analysis to ensure Sanad offers competitive salaries, benefits, and incentives to attract and retain talent.

Employee Relations:

17. Act as a trusted advisor to managers and employees, addressing any people-related concerns or conflicts.
18. Ensure the effective resolution of disputes and promote a positive, respectful work environment.
19. Provide guidance and coaching on employee relations issues, maintaining compliance with labor laws.

Reporting & Data Management:

20. Compile and analyze people management metrics to provide insights to the People & Culture Manager and leadership on trends such as turnover, engagement, and performance.
21. Maintain accurate employee records and ensure people-related data is properly tracked and reported.

Project Management:

22. Manage and support People & Culture projects as assigned, ensuring they are completed on time and within scope.
23. Support the development of new People & Culture initiatives that align with the organization's goals.

JOB REQUIREMENTS

- Bachelor degree in Business Administration or any related discipline.
- 4-6 years of experience in a similar role preferably in a social enterprise or nonprofit organization.
- HR diploma or relevant certification is a must.
- In-depth understanding of HR principles, practices, and procedures.
- Strong interpersonal and communication skills.
- Ability to collaborate effectively with diverse teams.
- Excellent organizational and time management skills.

<p>CORE COMPETENCIES</p>	<ul style="list-style-type: none"> • Knowledge of labor laws and regulations. • Commitment to the mission and values of Sanad for Alternative Parental Care. • Communication Skills • Leadership Skills • Adaptability • Attention to details • Organizational Skills • Interpersonal Skills • Coordination & Collaboration • Adaptability • Problem Solving • Conflict Resolution
<p>TO APPLY</p>	<ul style="list-style-type: none"> • Application Form

Note: We'll be in touch with those who make it to the shortlist for interviews. Appreciate your interest!