

Admin Assistant (Orphanages Assessment)

<p>About Sanad</p>	<p>Sanad for Alternative Parental Care - currently under the legal name “Wataneya Society for Development of Orphanages” – is a nonprofit 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 (2017-2024):</p> <ol style="list-style-type: none"> 1. Developing the quality of family and semi-family care for children and youth without parental care 2. Empowering caregivers of children and youth to provide family- based care 3. Enabling youth without parental care economically and socially to successfully transition to independency 4. Developing monitoring and evaluation mechanisms for the alternative care system to sustain the quality of care 5. Building strategic partnerships to create an enabling environment for children and youth without parental care <p>Sanad was recognized as one of the best six practices worldwide to improve the living environment by Dubai International Award, was</p>
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	Prize" in 2020 for its effort in implementing the fourth goal in the SDGs "Quality Education."
REPORTS TO	Senior Specialist - Care Homes Development
DUTIES & RESPONSIBILITIES	<p>Strategic Planning:</p> <ol style="list-style-type: none"> 1. Contribute actively to the formulation of the field visit plan for care homes. 2. Collaborate with the team to ensure effective planning and execution of strategic initiatives. <p>Operational Procedures:</p> <ol style="list-style-type: none"> 3. Identify and address the needs of care homes to enhance operational efficiency. 4. Coordinate with care homes to schedule visits, update data, and facilitate seamless operational procedures. 5. Collaborate with on-site residents to plan and organize work tasks effectively. 6. Procure and prepare tools essential for the team's fieldwork. <p>Quality Assurance:</p> <ol style="list-style-type: none"> 7. Participate in the execution of evaluation visits to partner care homes based on requirements and prior coordination. 8. Assist in developing the quality file for management and contribute to the development and update of management policies. <p>Reporting:</p> <ol style="list-style-type: none"> 9. Compile comprehensive reports on field visits, ensuring accuracy and thorough documentation. 10. Prepare the monthly report for the management of care homes development and submit it. 11. Compile the monthly presentation for management. Documentation: 12. Record technical consultations for care homes, maintaining detailed and organized documentation. 13. Regularly update the database with relevant information. Data Maintenance: 14. Input evaluation results into the electronic tool and contribute to preparing technical reports for assessing partner care homes.

<p>Job Requirements</p>	<ul style="list-style-type: none"> • Bachelor degree in Business Administration degree or any related discipline. • 3-5 years of experience as an administrative assistant or in a similar role. • Prior experience in the development field is a plus. • Proficiency in Arabic Writing. • Strong attention to detail and accuracy in data documentation.
<p>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</p>	
	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Excellent organizational and multitasking abilities. • Strong communication and interpersonal skills. • Proficient in office software and electronic tools. • Attention to detail and ability to maintain confidentiality.
<p>Core Competencies</p>	<ul style="list-style-type: none"> • Communication Skills • Adaptability • Attention to details • Organizational Skills • Interpersonal Skills • Coordination & Collaboration • Adaptability • Problem Solving • Quality Assurance • Documentation Skills
<p>DOCUMENTS TO BE SUBMITTED</p>	<ul style="list-style-type: none"> • Resume

Interested Candidates can send the above documents to careers@sanadorphans.org, mentioning the job title in the email subject line.

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