



## Sanad for Alternative Parental Care Project Operations Coordinator

<b>ABOUT SANAD</b>	<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 shapes 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"> <li>1. Developing the quality of family and semi-family care for children and youth without parental care.</li> <li>2. Empowering caregivers of children and youth to provide family- based care.</li> <li>3. Enabling youth without parental care economically and socially to successfully transition to independency.</li> <li>4. Developing monitoring and evaluation mechanisms for the alternative care system to sustain the quality of care.</li> <li>5. Building strategic partnerships to create an enabling environment for children and youth without parental care.</li> </ol> <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>
<b>REPORTS TO</b>	Project Manager
<b>DUTIES &amp; RESPONSIBILITIES</b>	<p><b>Project Coordination</b></p> <ol style="list-style-type: none"> <li>1. Facilitate outreach activities to engage targeted beneficiaries.</li> <li>2. Coordinate all operational aspects of assigned projects, including overseeing daily project activities, scheduling meetings, managing project timelines, ensuring deliverables are met on time, and conducting field visits.</li> <li>3. Maintain accurate project documentation, including project plans, status reports, and meeting minutes. Prepare regular reports on project operations progress and performance.</li> </ol> <p><b>Administrative and Resource Management</b></p>

3. Provide support to project teams by organizing files, preparing documents, handling travel arrangements, and managing expense reporting.
4. Assist in allocating personnel, equipment, and materials to ensure efficient project execution.

**Quality and Compliance**

5. Assist in ensuring project deliverables meet quality standards and comply with relevant regulations and guidelines.
6. Help identify potential risks to project timelines or objectives and escalate issues to project managers for resolution.

**Improvement and Collaboration**

7. Participate in initiatives to enhance project management and operational processes efficiency and effectiveness.
8. Collaborate with team members and other departments to support project objectives and foster a positive working environment.

<p><b>JOB REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in business administration, project management, or a related field (or equivalent work experience).</li> <li>• 1-3 years of experience in similar role preferably in social development and/or NGOs.</li> <li>• Strong organizational skills and attention to detail.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).</li> <li>• Ability to multitask and prioritize tasks effectively in a fast-paced environment.</li> <li>• Team player with a proactive and positive attitude.</li> <li>• Ability to learn and adapt quickly to new tools and processes.</li> </ul>
<p><b>CORE COMPETENCIES</b></p>	<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Adaptability</li> <li>• Attention to details</li> <li>• Organizational Skills</li> <li>• Administrative Proficiency</li> <li>• Problem Solving</li> <li>• Interpersonal Skills</li> <li>• Coordination &amp; Collaboration</li> <li>• Adaptability</li> <li>• Documentation Skills</li> </ul>
<p><b>DOCUMENTS TO BE SUBMITTED</b></p>	<ul style="list-style-type: none"> <li>• Resume</li> </ul>

Interested Candidates can send the above documents to [careers@sanadorphans.org](mailto: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!