



Sanad for Alternative Parental Care Project Coordinator

ABOUT SANAD	<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"> 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 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>
ABOUT THE PROJECT	<p>Care Leavers Stability "Life after 18" project is part of Sanad's plan to achieve the goal of "empowering young individuals without parental care economically and socially to successfully transition to independent life." The project is funded is implemented through various interventions with different stakeholders in the alternative care ecosystem.</p>
REPORTS TO	Project Manager
DUTIES & RESPONSIBILITIES	<p>Project Planning and Coordination:</p> <ol style="list-style-type: none"> 1. Assist in the development of project plans, including timelines, milestones, and resource allocation.

	<ol style="list-style-type: none"> 2. Maintain project documentation and ensure all project information is appropriately recorded and shared. 3. Track project tasks and deliverables to ensure they are completed on time. 4. Assist in the identification and resolution of project issues and risks. 5. Coordinate with team members to ensure all tasks are aligned with project goals and objectives 6. Conduct regular reviews with department heads to ensure project deliverables meet quality standards and requirements. 7. Coordinate with MEAL team to gather feedback and implement improvements and to ensure effective implementation of the project. <p>Communication:</p> <ol style="list-style-type: none"> 8. Serve as a point of contact for project teams, stakeholders, and beneficiaries. 9. Facilitate effective communication among project team members. 10. Prepare and distribute regular project updates, status reports, and other communications. <p>Resource Management:</p> <ol style="list-style-type: none"> 11. Assist in the allocation and management of project resources, including personnel, equipment, and materials. 12. Monitor project expenditures, ensuring adherence to financial guidelines. <p>Documentation and Reporting:</p> <ol style="list-style-type: none"> 13. Maintain comprehensive project documentation, including plans, reports, and records. 14. Ensure all project documents are organized and easily accessible.
<p>JOB REQUIREMENTS</p>	<ul style="list-style-type: none"> • Bachelor’s degree in business administration, project management, or a related field (or equivalent work experience). • Minimum 7 years of experience in similar role preferably in social development and/or NGOs. • Strong organizational skills and attention to detail. • Excellent written and verbal communication skills. • Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook). • Ability to multitask and prioritize tasks effectively in a fast-paced environment. • Team player with a proactive and positive attitude. • Ability to learn and adapt quickly to new tools and processes.
<p>CORE COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication Skills • Adaptability • Attention to details • Organizational Skills • Administrative Proficiency • Problem Solving • Interpersonal Skills • Coordination & Collaboration • Adaptability • 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!