



Sanad for Alternative Parental Care

Senior Specialist - People and Culture

ABOUT SANAD

Sanad for Alternative Parental Care - currently under the legal name "Wataneya Society for Development of Orphanages" – is a non-profit organization, yet acts as a social enterprise, is registered under the Ministry of Social Solidarity (MoSS) since 2008.

Our Vision: A world where orphans shape their future.

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.

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.

Sanad's projects and programs are driven from its long-term strategic objectives (2017-2024):

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

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."

REPORTS TO	People & Culture Manager
DUTIES & RESPONSIBILITIES	<p>Talent Acquisition and Development:</p> <ol style="list-style-type: none"> 1. Support the recruitment process by identifying top talent and facilitating the onboarding process to ensure alignment with organizational goals. 2. Manage and enhance orientation and onboarding processes to facilitate smooth integration of new hires into the organization. <p>Performance Management:</p> <ol style="list-style-type: none"> 3. Assist in designing and implementing performance management processes aimed at enhancing staff performance and productivity. 4. Support in communicating role expectations and designing succession plans to ensure organizational continuity. <p>Learning and Development:</p> <ol style="list-style-type: none"> 5. Collaborate in planning and managing training courses for staff and volunteers across departments, focusing on fostering a competency-based approach. 6. Identify talent development opportunities and assist in managing human capital development programs. <p>Compensation and Benefits:</p> <ol style="list-style-type: none"> 7. Support in managing and administering compensation and benefits programs, ensuring competitiveness and fairness in alignment with organizational policies. 8. Conduct regular market research to stay informed about industry trends and best practices in compensation and benefits administration. <p>Contracts and Payroll Administration:</p> <ol style="list-style-type: none"> 9. Assist in overseeing the preparation and administration of employee contracts, ensuring accuracy and compliance. 10. Support payroll processes to ensure timely and accurate payment. <p>Capacity Building:</p> <ol style="list-style-type: none"> 11. Collaborate with assembly members to leverage their expertise and enhance Sanad's organizational capacity. 12. Assist in updating and enforcing processes and procedures to improve work quality and efficiency. <p>Internal Communication Management:</p> <ol style="list-style-type: none"> 13. Support in managing and improving internal communication tools to facilitate effective communication within the organization. <p>Employer Branding:</p> <ol style="list-style-type: none"> 14. Contribute to the development and implementation of strategies

- to enhance the organization's employer brand.
15. Assist in promoting a positive organizational image to attract and retain top talent.

Employee Wellbeing:

16. Support in ensuring the safety and well-being of all individuals associated with the organization.
17. Assist in the implementation and oversight of safeguarding policies and procedures.

<p>JOB REQUIREMENTS</p>	<ul style="list-style-type: none"> • Bachelor degree in Business Administration or any related discipline. • 5-7 years of experience in a similar role preferably in a social enterprise or nonprofit organization. • HR diploma 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. • Proficiency in HRIS and other relevant software applications. • Knowledge of labor laws and regulations. • Commitment to the mission and values of Sanad for Alternative Parental Care.
<p>CORE COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication Skills • Leadership Skills • Adaptability • Attention to details • Organizational Skills • Interpersonal Skills • Coordination & Collaboration • Adaptability • Problem Solving • Conflict Resolution
<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!