

Sanad for Alternative Parental Care

Research & Knowledge Management (R&KM) Assistant

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 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>
ABOUT THE PROJECT	<p>The project "Preparing New Practitioners in the Field of Alternative Care" aims to strengthen the workforce in the sector by qualifying and training competent professionals ready to join available roles within the alternative</p>

	<p>care ecosystem. It also focuses on raising community awareness about the importance of these professions, the critical roles practitioners play, and their impact on children and youth without parental care.</p>
<p>REPORTS TO</p>	<p>Research & Knowledge Management Manager</p>
<p>DUTIES & RESPONSIBILITIES</p>	<p>Research support & evidence generation</p> <ul style="list-style-type: none"> • Support literature reviews, data collection, and basic analysis for studies related to alternative parental care. • Assist in drafting research summaries, evidence notes, and inputs to policy briefs and guidance documents. • Help organize research tools, references, datasets, and documentation in a structured, accessible way. <p>Knowledge management & systems support</p> <ul style="list-style-type: none"> • Assist in maintaining Sanad's knowledge management processes for producing, storing, and sharing knowledge across teams. • Support updates to the digital knowledge platform/repository (uploading, tagging, version control, and basic quality checks). • Help track compliance with internal KM procedures (templates, naming conventions, archiving, access permissions). <p>Documentation of best practices & institutional learning</p> <ul style="list-style-type: none"> • Document good practices, lessons learned, and success stories from programs and partners (interviews, note-taking, write-ups). • Support the development and organization of a knowledge repository usable for programs, training, and advocacy. <p>Knowledge dissemination & coordination</p> <ul style="list-style-type: none"> • Support dissemination activities via platforms, networks, and communication channels (drafting posts, compiling materials, event support). • Assist with coordinating participation in relevant networks, committees, and working groups (scheduling, minutes, follow-ups). <p>Partnerships & collaboration support</p> <ul style="list-style-type: none"> • Support coordination with universities, research centers, and collaborators (tracking outreach, maintaining partner lists, documentation). <p>Cross-team support (Programs & MEAL)</p> <ul style="list-style-type: none"> • Work with program and MEAL teams to help convert data and insights into usable knowledge products (briefs, learning notes, dashboards inputs).

<p>JOB REQUIREMENTS</p>	<ul style="list-style-type: none"> Assist in organizing learning activities and internal knowledge-sharing sessions. <p>Ethics, safeguarding, and intellectual property</p> <ul style="list-style-type: none"> Handle information responsibly and maintain confidentiality, especially when working on child-related data. Support basic checks to ensure knowledge and research products follow attribution and intellectual property requirements. <ul style="list-style-type: none"> Bachelor's degree in a relevant field (e.g., social sciences, public policy, development, education, psychology, sociology, information/knowledge management, or similar). 1–2 years of relevant experience (research assistance, documentation, knowledge management, MEAL support, or similar). Strong writing skills in Arabic and working proficiency in English. Solid organization skills and attention to detail (filing, tagging, version control, follow-up). Familiarity with research methods (qualitative and/or quantitative) and basic analysis. Experience using knowledge platforms/tools (SharePoint, Notion, Confluence, Drive-based repositories, reference managers like Zotero/Mendeley). Interest or exposure to child protection, alternative care, social policy, or advocacy-related work. Proficiency in MS Office / Google Workspace (Word, Excel/Sheets, PowerPoint/Slides).
<p>CORE COMPETENCIES</p>	<ul style="list-style-type: none"> Professionalism & Reliability Collaboration & Communication Problem-Solving & Ownership Innovation & Learning Compassion & Inclusion Results Focus Time management Teamwork
<p>APPLICATION Form</p>	<p>APPLICATION FORM</p>

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