

Sanad for Alternative Parental Care Project Coordinator

ABOUT SANAD	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. 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 (2024-2030): 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. 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	Programs Manager

DUTIES & RESPONSIBILITIES

Planning & Coordination

- Coordinate development and maintenance of project charters, workplans, Gantt charts, RACI matrices, and critical paths.
- Schedule and facilitate project kick-offs, stand-ups, reviews, and closure meetings; document decisions and follow-ups.
- Track dependencies across different departments to prevent bottlenecks.

Monitoring, Reporting & Quality

- Maintain project trackers (scope, timeline, milestones, deliverables) and update dashboards.
- Consolidate monthly and quarterly progress reports (outputs/outcomes, risks/issues, learnings) aligned to Sanad's M&E framework.
- Support quality assurance reviews and implementation of corrective actions.

Budgeting, Procurement & Compliance

- Assist with activity-based budgets, cash forecasts, and variance tracking with Finance & Admin.
- Prepare simple procurement packs (TORs/specs, quotations, evaluation minutes) and monitor vendor deliverables.
- Ensure adherence to internal policies, donor requirements, data protection, and audit trails.

Stakeholder & Partner Engagement

- Coordinate with care homes, trainers, consultants, and vendors on schedules, logistics, and deliverables.
- Draft clear, timely communications (emails, briefs, minutes, action logs) and maintain stakeholder maps and contact lists.
- Support event/workshop logistics (agendas, invites, attendance, materials, evaluation forms).

Risk, Issue & Change Control

- Maintain risk and issue logs; follow up on mitigation/contingency actions.
- Support change requests (scope, time, cost) and update baselines after approvals.

Knowledge & Documentation

- Organize project repositories (files, templates, SOPs) for version control and audit readiness.
- Capture lessons learned and best practices; contribute to internal learning sessions.
- Coordinate data collection with Research & Knowledge

	Management/M&E and ensure timely, accurate submissions.
JOB REQUIREMENTS	• Bachelor's degree in Business/Public Administration, Social Sciences, Development Studies, or related field. • Experience: 3–5 years in project coordination/PMO roles, ideally in NGO/INGO or social-impact programs. • Familiarity with logical frameworks/Theory of Change and basic M&E concepts. • Solid spreadsheet and documentation skills; proficiency with MS Office comfort with project tools. • Excellent written and verbal communication in Arabic and English.
CORE COMPETENCIES	• Professionalism & Reliability • Collaboration & Communication • Problem-Solving & Ownership • Innovation & Learning • Compassion & Inclusion • Results Focus
APPLICATION Form	<u>APPLICATION FORM</u>

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