

Sanad for Alternative Parental Care

Admin Assistant

ABOUT SANAD	Sanad for Alternative Parental Care is a non-profit organization, yet acts as a social enterprise, and has been registered under the Ministry of Social Solidarity (MOSS) since 2008. Our vision: a world where orphans shapes 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 orphan 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	Senior Care Homes Development Specialist

JOB SCOPE	Ensure the effective and organized implementation and coordination of activities and operations related to care homes.
DUTIES & RESPONSIBILITIES	1) Planning & Coordination • Contribute to developing and updating the department's annual and quarterly field visit plan. • Coordinate with care homes to schedule visits, workshops, consultations, and data updates. • Liaise with field assessors regarding work assignments, timelines, and deliverables. 2) Operations & Logistics • Identify and communicate care homes' needs, including opportunities for partnerships and networking. • Purchase, prepare, and deliver tools, materials, and supplies for the field team. • Monitor consultations delivered to care homes and ensure proper follow-up. • Identify potential risks during activities in care homes and escalate them promptly. 3) Quality Support • Participate in assessment visits to partner care homes when required. • Contribute to preparing the department's quality file and updating policies, tools, and checklists. • Support internal audit and compliance reviews by providing documentation and data. 4) Reporting • Draft and submit field visit reports for review. • Prepare the monthly departmental report and presentation for submission to the Manager. • Provide administrative data and summaries for quarterly and annual reports. 5) Documentation & Data Management • Document all technical consultations provided to care homes. • Enter assessment results into electronic tools/platforms and contribute to preparing technical reports. • Document and archive minutes of periodic departmental meetings.

	• Maintain and regularly update the care homes database, ensuring accuracy and completeness.
JOB REQUIREMENTS	• Bachelor's degree in Business Administration, Social Sciences, or related field. • 1–2 years of administrative, operations, or program support experience • Proficiency in MS Office/Google Workspace; comfort with databases and data entry tools. • Strong organizational, multitasking, and communication skills. • Good command of Arabic (required) and English (preferred). • Ability and willingness to travel frequently to care homes and partner sites.
CORE COMPETENCIES	• Proactivity & Initiative • Organization & Reliability • Communication & Teamwork • Problem-Solving • Integrity & Professionalism • Compassion & Inclusion
POSITION TYPE	• Full-time
TO APPLY	• Job Application Form