

Sanad for Alternative Parental Care

Logistics & Admin 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."
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WORKING CONDITIONS	• Full Time (5 days) • 8 working hours/day • Travel to different governorates required • Duration (3 months)
REPORTS TO	Senior Specialist L&D Operations
DUTIES & RESPONSIBILITIES	Training & Workshop Logistics • Coordinate venue booking, catering, materials preparation, and technical requirements (projectors, sound, online platforms). • Manage participant registration, confirmations, and attendance sheets. • Prepare and distribute training packs, evaluation forms, and certificates. • Support trainers and consultants with logistical arrangements before, during, and after sessions. Administrative & Procurement Support • Draft and process PRs, POs, contracts, and payments for venues, trainers, and vendors with Finance & Admin. • Ensure procurement follows Sanad's policies and donor requirements. • Track invoices, expense reports, and petty cash for L&D activities. • Maintain accurate records of contracts, receipts, and financial documentation. Coordination & Communication • Act as the logistics focal point between L&D, PMO, Finance, and other departments. • Draft logistical communications for participants (invites, agendas, reminders, surveys). • Maintain contact lists of trainers, facilitators, and partner institutions. • Support reporting by providing logistical summaries and data to the L&D Manager. Monitoring & Documentation • Keep updated logs of L&D events, participants, and venues used. • Collect and compile post-training evaluations, attendance data, and feedback forms. • File and archive all logistical and admin documents for audit readiness. • Support in maintaining a digital calendar of L&D activities.

	Protection, Safeguarding & Compliance • Ensure training venues, logistics, and vendors comply with Sanad's Protection Policy. • Brief external vendors and trainers on safeguarding and Code of Conduct. • Immediately escalate any protection or safeguarding concerns.
JOB REQUIREMENTS	• Bachelor's degree in Business Administration, Social Sciences, or related field. • 2–3 years in logistics, admin, or event coordination. • Knowledge of procurement and compliance procedures. • Strong organizational skills with ability to manage multiple priorities. • Good command of MS Office; comfort with online event platforms (Zoom, Teams, etc.). • Excellent written and verbal communication in Arabic and English.
CORE COMPETENCIES	• Communication Skills • Adaptability • Time Management • Attention to details • Organizational Skills • Interpersonal Skills • Coordination & Collaboration • Adaptability • Problem Solving • Documentation Skills
TO APPLY	• Application Form

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