

TITLE: Project Officer (Youth Applications)	
TEAM/PROGRAMME: Program Operations	LOCATION: Cairo or Alexandria or Assiut
GRADE: 4	TYPE OF CONTRACT: Fixed Term
<p>CHILD SAFEGUARDING: (select only one) Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g., once a week or more) <i>or</i> intensively (e.g., four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The Project Officer is part of the project titled “Equal Opportunities and Social Development (EOSD)” funded by GIZ. The project works on two outcomes:</p> <ul style="list-style-type: none"> (i) 10 CSOs (4 OPDs) in the three targeted Governorates (Cairo, Alexandria and Assiut) in Egypt with an expected total average of about 100 CSOs staff that will be trained through the capacity building component. (ii) 600 youth, including those living with disability (between the age of 16 and 25 years old) will be provided with tailored training sessions, including life-skills and awareness-raising sessions, after which a sub-set of 300 youth will be selected to develop social change activities. SC aims to have a balanced gender representation for the youth component, this is consistent with trends among universities in the target areas. <p>The Project officer will be responsible for outcome two of the project on youth empowerment.</p> <p>Objective two: The project will leverage expert knowledge and diverse pedagogical strategies to empower youth, contracting expert consultants to lead three social change application tracks and their associated training methodologies. The initiative will equip 600 young people with the essential skills they need to thrive. Through a comprehensive life skills, civic engagement, and leadership training program, participants will develop the ability to navigate their environment, work well with others, and achieve their goals.</p> <p>Following the program, SC will offer three specialized tracks, all focused on empowering youth to promote gender equality and social inclusion for people with disabilities. These tracks will be available to the 600 trained youth. Based on their interest, performance, and other relevant criteria, SC will then select 300 participants to further develop their skills and engage their communities in these critical themes through specialized trainings in the following tracks:</p> <ol style="list-style-type: none"> 1) 'Art for Development,' utilizing street theatre, choir, physical exploration, and visual art. This track will equip youth with the skills to utilize artistic expression as a tool for advocating for gender equality and social inclusion within their communities. 2) 'Advocacy and Campaigning.': youth will be equipped on how to conceptualize, generate, and manage advocacy campaigns to promote gender equalities and disability inclusion within targeted universities. This intensive track leverages SCI SHIFT manuals to provide a comprehensive framework for social change advocacy. 3) 'Inclusive Youth-led Initiatives.' It involves a capacity-building package on digitalization and digital solutions. It incorporates the use of a Design Thinking approach in an 'Ideation Module' and it is intended to cultivate a generation of young leaders who champion inclusivity, particularly for persons with disabilities developing social and/or business digital solutions 	

The responsibilities include planning of the interventions, overseeing the development of the curriculum and training content, selecting and managing different consultants that will work on content development, and implementation. Overseeing the implementation in the 3 governorates. The Project Officer will ensure that program interventions, are strategic in terms of Save the Children International overall strategies and effective in meeting project goals and objectives. The officer will be responsible for ensuring the resources allocated to the outcome are engaged in a timely manner and that implementation moves forward according to plans.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

SCOPE OF ROLE:

Reports to: Project Manager

Staff Reporting to this post: None.

Field Travel: The project officer could be based in any of the 3 targeted governorates, with frequent travel to the other two governorates.

KEY AREAS OF ACCOUNTABILITY

Planning and Development:

- Develop a comprehensive program structure including; detailed plan for the three tracks, timelines, participant selection criteria, applications' process and resource allocation.
- Oversee the creation of training curriculum and materials for each track, application and implementation process, coaching and supporting for applicants and program execution for the three tracks ensuring alignment with Save the Children's overall strategies, policies and practices.
- Integrate gender sensitive and inclusion approaches throughout the program development and implementation, including selection criteria, application development, training content, and coaching with the support of technical advisors
- Select and manage expert consultants to lead each track and develop content specific to the chosen methodologies (Art for Development, Advocacy & Campaigning, Inclusive Youth-led Initiatives).

Implementation:

- Oversee the implementation of the entire program across all three governorates, including training delivery, application development, youth coaching, and community engagement events for the three tracks. ensuring smooth operation and addressing any challenges.
- Deliver youth trainings and coaching sessions for youth in coordination with service providers and/or consultants. This includes coordination with PDQ team and other SC projects as needed.
- Monitor the effectiveness of all program components, including training delivery, application functionality, coaching effectiveness, and community outreach events that will be delivered by selected consultants, providing feedback and support as needed.
- Ensure that SCI activities are implemented in line with the project main objectives for the targeted groups and in compliance with SCI policies and practice with respect to safeguarding policy, code of conduct, health and safety, equal opportunities and other relevant policies and procedures ensuring that gender sensitive / inclusion approaches are taking place.
- Develop and implement strategies to reach out to the intended beneficiaries of their digital solutions (e.g., persons with disabilities in the community). This may involve conducting needs assessments, identifying target groups, and utilizing appropriate communication channels.
- In collaboration with partners, facilitate the planning and execution of youth-led events in the three governorates (these events should showcase the skills and knowledge gained during the program and provide a platform for youth to address community needs aligned with the chosen tracks).

- Secure resources and support for youth-led events, ensuring adherence to safeguarding policy and safety & security protocols.

Selection and Monitoring:

- Develop and implement a transparent selection process for the 300 youth participants in the three tracks, adhering to established criteria.
- Monitor trainee progress throughout the program, identifying opportunities for additional support or intervention.
- Track participant engagement and completion rates within each track.
- Ensure that service providers and trainers are facilitating peer-to-peer support and formal collaboration between targeted youth.
- Managing a committee from the third track Youth-led initiatives to identify top three ideas.

Reporting and Evaluation:

- Support MEAL team in developing and updating a comprehensive monitoring plan and tools to track the youth interventions ensuring achieving the project objective.
- Enhance service providers to use SCs M&E system to monitor the progress and improvement of quality youth interventions ensuring collecting and analyzing the data of participants' knowledge, behavior changes before and after the program.
- Draft concise, useful and analytical reports, case studies, and other documents as needed on a monthly, quarterly and annual basis as requested by SCI, donors and other stakeholders.
- Participate in conducting documentary activities, baseline/endline surveys, research, market assessments, etc., in coordination with the donor.

Resource Management:

- Ensure efficient and timely utilization of resources allocated for this outcome objective.
- Identify and address any resource gaps that may hinder program implementation.
- Maintain accurate and detailed records of all project expenditures related to the youth empowerment component through a comprehensive budget tracker.
- Support the project manager and finance team in monitoring youth outcome budgets.

Stakeholder Management:

- Develop and maintain strategic relationships with stakeholders including other NGOs, INGOs, governmental authorities, and the private sector to ensure smooth implementation.
- Support and organize collaborative partnerships with the relevant governmental authorities, local service providers, and ensure targeted youth have access to this network.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength

<ul style="list-style-type: none"> • approachable, good listener, easy to talk to. <p>Creativity:</p> <ul style="list-style-type: none"> • develops and encourages new and innovative solutions • willing to take disciplined risks. <p>Integrity:</p> <ul style="list-style-type: none"> • honest, encourages openness and transparency; demonstrates highest levels of integrity
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<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Bachelor's degree in a relevant field such as International Development, Social Work, Education, or Public Administration or a related field with a focus on digital technologies.

<p>EXPERIENCE AND SKILLS</p> <ul style="list-style-type: none"> • 3-5 years of demonstrated practical experience in development field. Working for similar projects in INGOs is a plus. • Minimum of 3-5 years of experience working with youth, particularly in training delivery, or youth empowerment initiatives. • Proven experience in budget tracking and monitoring project spending. • Strong project management skills, including planning, implementation, monitoring, and evaluation. • Excellent communication and interpersonal skills, with the ability to build rapport with youth, stakeholders, and consultants. • Experience in large scale projects that include skills development and empowerment especially for youth, and people with disabilities is preferred. • Experience in developing /adapting and delivering capacity building interventions (training and coaching). • Familiar with gender –and national youth empowerment programming. • Familiar with community mobilization mechanisms. Working with Egyptian universities is preferred. • Experience working collaboratively with diverse stakeholders, including government agencies, NGOs, and the private sector. • Very good command of written and spoken English and Arabic. • Strong analytical and problem-solving skills. • Ability to work independently and as part of a team. • Knowledge of relevant youth development theories and methodologies (e.g., Art for Development, Advocacy & Campaigning, Inclusive Youth-led Social Initiatives). • Digitalization Skills and Knowledge: This includes experience using digital tools and platforms for communication. Familiarity with relevant digital tools for youth engagement and social change initiatives would be a strong asset. • Experience organizing and facilitating youth-led events. • Cultural competency and understanding of the target communities.
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<p>Additional job responsibilities</p> <p>The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>
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<p>Equal Opportunities</p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>
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<p>Child Safeguarding:</p> <p>We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>

<p>Safeguarding our Staff:</p> <p>The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy</p>
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<p>Health and Safety</p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>
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<p>JD written by: Walaa Swiefy</p>	<p>Date: April, 2024</p>
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**SAVE THE CHILDREN
EGYPT
ROLE PROFILE**



JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: