

TITLE: Capacity Building Coordinator (the position is pending donor approval).	
TEAM/PROGRAMME: Operation Program	LOCATION: Aswan
GRADE: 5	CONTRACT LENGTH: 12 months
<p>CHILD SAFEGUARDING:</p> <p>Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting the country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The Capacity Building Coordinator will lead the assessment, design, implementation, and monitoring of capacity development initiatives (institutional and technical) for local NGOs, and governmental health entities. The role focuses on building skills, strengthening systems, and ensuring that all providers and partners are well-equipped to deliver high-quality, inclusive, and gender-sensitive health services to refugees, migrants, and host communities in Aswan.</p>	
<p>SCOPE OF ROLE: Reports to: Health Officer and dotted line to partnership officer The team directly reporting to this post: NA Budget responsibility: Field travel: Based in Aswan, might require travel to Cairo</p>	
<p>KEY AREAS OF ACCOUNTABILITY: Project Implementation 1-Partner Selection and Needs Assessment</p> <ul style="list-style-type: none"> • With coordination with partnership lead and health officer, conduct a governmental and NGO health service provider scoping in Aswan • Organize and participate in the scoped partners/providers institutional and technical assessment process to evaluate their capacity to deliver timely and equitable health services to vulnerable populations. • Develop and update capacity-Strengthening plan for the selected partners/ providers who will be participating in the capacity building program under the project • Coordinate with partnership department to roll out the partnership and localization strategies in Aswan governorate • Ensure the application of the partners governance TOR <p>Capacity -strengthening Design and Delivery</p> <ul style="list-style-type: none"> • Design the capacity strengthening interventions (workshop, cross visits, coaching etc.) with coordination with the health and partnership officer. • Facilitate capacity-building sessions, including in-person and virtual training as applicable to enhance NGO staff competencies and ensure sustainability of services. • Based on assessment, develop and implement an Infrastructure development and equipment provision plan. • Support the development of standard operating procedures (SOPs) and service guidelines for health interventions for NGO partners. 	

- Participate in designing the external consultant TORs in coordination health and partnership officers as relevant
- Monitor the conducted training to ensure that it is aligned with the training objectives and outcomes
- Facilitate joint initiatives and networking between local NGOs and governmental entities to promote experience exchange and collaboration

Monitoring and Evaluation (M&E)

- Develop M&E frameworks to track the effectiveness of capacity-strengthening interventions
- Regularly apply the partners monitoring tool to ensure the effectiveness of the partner interventions
- Ensure the regular quarterly meeting with partners timely takes place.
- Collect and analyze feedback from NGO/providers to refine training content and methodologies.
- Modify the capacity strengthening interventions based on the collected feed back

Collaboration and Coordination

- Work closely with internal and external stakeholders to ensure alignment of capacity-strengthening interventions are aligned with the project expected outcome
- Cooperate with the health team to ensure the synergy between the partners institutional and technical capabilities.
- Monitor performance of NGO staff and provide regular technical support when necessary

Reporting and documentation

- Maintain accurate and up-to-date records of all partners capacity strengthening and overall reports including the institutional assessment and capacity strengthening interventions.
- Prepare regular reports on project progress, challenges, and outcomes for internal and external stakeholders.
- Regular reporting to the Health Officer.
- Ensure that partner NGO is implementing the activities as planned promptly with high quality.

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.
- approachable, good listener, easy to talk to.

Creativity:

- 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 the highest levels of integrity. 	
<p>QUALIFICATIONS Bachelor's degree in medicine or related medical field. (Master's degree preferred).</p>	
<p>EXPERIENCE AND SKILLS</p> <p>Essential</p> <ul style="list-style-type: none"> At least 3 years of experience in capacity-building roles to NGO or civil society organization, preferably in health or humanitarian settings. Highly developed interpersonal, Coordination and communication skills. Fluency in Arabic (spoken and written) and good knowledge of English. Good report writing skills. Commitment to Save the Children's values and Child Safeguarding. Ability to work effectively with diverse teams. Excellent interpersonal skills and work ethic. <p>Desirable</p> <ul style="list-style-type: none"> Previous experience in supervising NGO operated clinics/hospitals. 	
<p>Additional job responsibilities 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>	
<p>Equal Opportunities The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p>Child Safeguarding: 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>Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p>JD written by: Eman Shaban</p>	<p>Date: December 16</p>
<p>JD agreed by: Mohamed Abdelatif</p>	<p>Date: 19 December 2024</p>
<p>Updated By:</p>	<p>Date:</p>
<p>Evaluated:</p>	<p>Date:</p>