

Job Vacancy



Executive Director

for Nadi El-Mohaka Foundation - (*under registration*)

Background

Nadi El-Mohaka (Simulation Gaming) Foundation (NMF) is a non-profit, non-governmental Foundation currently under registration with the Ministry of Social Solidarity (MoSS). The Foundation has been established by a group of passionate young Egyptians working together to promote values of peaceful coexistence by using simulation gaming methodology and implementing community development initiatives, providing support to beneficiaries through exchange of experience.

NMF is seeking a highly qualified candidate to fill the vacancy of the Executive Director of the Foundation. For more information about us and our work, please visit our website: <http://simclub-eg.org>

Job Summary

The Executive Director is a full-time position. The incumbent will be based at the NMF premises in Cairo and acts as a focal point between NMF on the one hand, and major donors and local and international partners on the other. The incumbent will help define and develop the foundation's strategy to increase youth and women participation by creating linkages with civil society organizations (CSOs) and stakeholders working with youth and civic education to mobilize youth and support the NMF'S overall mission and vision.

The Executive Director shall generate knowledge, build relationships, and create opportunities to help NMF to achieve its key results. The incumbent will be managed directly by NMF's Chairman of the Board of Trustees.

Starting date: 1st April 2019

Working hours per week: 40

Office Address: 4 Ahmed Pasha street, Garden City, Cairo, Egypt.

Key areas of work

Project Planning and Implementation:

- Lead and oversee the implementation of the foundation's programs in Cairo, with frequent travel to governorates ensuring high quality deliverables and fulfilment of the program's aims.
- The collection and analysis of all relevant project implementation data, the comparison of actual versus expected results as set out by the program proposal document.
- Ensure effective capacity building and technical support to the project teams and partners to ensure quality implementation, monitoring and evaluation of project activities.
- Explore, and create opportunities for the foundation's programs to gain the support of identified stakeholders from different sectors (business, media, local authorities, etc.) and decide upon their contributions to advance the program's aim and impact.



Coordination

- Lead the coordination with high-level stakeholders at the national and governorate levels.
- Develop and foster relationships with partners, government authorities and other actors including (MOYS, Partner NGOs, Parliamentarians) to ensure continued support for the project's interventions and foster their support and assistance for achieving sustainable and replicable models.
- Collaborate actively in the Coordination, Monitoring and Evaluation track, includes; communicate and advocate for needed intervention throughout the program's implementation, development of lessons learned documentation, and impact measurements reports.

Fundraising /Outreach

- Manage social media pages and update the official Simulation Club website to announce public sessions, workshops, activities and opportunities.
- Plan and organize outreach activities with different stakeholders and working spaces in order to promote the main values of NMF.
- Organize activities and events for Fundraising, community participation and networking purposes.

Reporting

- Responsible for the delivery of timely and quality progress reports as per the donor's requirements.
- Ensure appropriate, timely and accurate data collection against agreed indicators and plans;
- Compile concise quantitative and qualitative reports from the field on a systematic basis.
- Ensure that accountability and feedback mechanisms, including reporting, are in place and operating effectively.

Desired Qualifications

- Bachelor's degree in a development related field.
- At least 3 years work experience in a middle-level management position with reputable NGOs operating in the Egyptian context.
- Proven history of project management, including supervising staff, project design, budgeting, implementation and M&E.
- Strong experience in partner relations and coordination, including government and nongovernmental partners.
- Excellent command of English and Arabic language, verbal and written.
- Advanced computer literacy in MS Office and social media tools (Facebook, Twitter, etc)

How to apply.

Please submit your application before **14.03.2019** to recruitment@cds-mena.com

The application should be **ONE pdf-file (less than 3mb)**, containing the following documents:

- Letter of motivation
- CV
- References