



The Multi-Educational Programme for Employment Promotion in Migration-affected Areas  
MEPEP - Ref. No.: T05-EUTF-NOA-EG-01-06 (T05.255)

## Beneficiary Record Unit Coordinator

### Job Description

Please note: Egyptian nationals are encouraged to apply.

Duration: 18 months (contingent on donor funding)

Office: Cairo with frequent missions to the 10<sup>th</sup> of Ramadan City (Sharkeya Governorate)

Please submit a cover letter with your resume describing your interest in this position and how you meet the requirements. Applications must be submitted in English, and applicants must have legal authorisation to work in Egypt and confirm it in the cover letter.

The project offers a highly dynamic work environment and provides competitive compensation and benefits based on experience. The project “*Promotion of Employment and Socio-economic Development Opportunities through a better quality TVET System in Sharkeya*” (PESDO), implemented in the framework of the Multi-Educational Programme for Employment Promotion in Migration-Affected Areas implemented in Egypt by AICS and funded by the European Union Emergency Trust Fund, intends to address the root causes of emigration, of young people in particular, from Sharkeya Governorate. This will be pursued through a coordinated intervention built on the Don Bosco Technical Institute of Cairo (DBTIC)’s well-established and renowned expertise in the Technical and Vocational Education and Training (TVET) domain. Through the project, the DBTIC will be engaged to achieve the two main expected objectives, consisting in improving the efficiency and effectiveness of the local TVET system and the access to employability and self-employability of TVET graduates in the local job market by providing high-quality vocational training and skills development paths.

The project will build the capacity and ability of local existing TVET providers, especially the 10th Ramadan City VTC, to efficiently and sustainably plan, organise and run market-driven and competency-based vocational education paths. It will lead graduates to inclusive and sustainable livelihood opportunities through the development of market-driven technical skills and job readiness to have access to the local labour market as qualified technicians and professionals overcoming unemployment or underpaid and not dignified work conditions. The training paths will mainly relate to the industrial and energy sector creating a work environment through a network of companies and enterprises willing to host internships providing opportunities to TVET graduates. Specific emphasis will be attributed to paths focusing on sustainable resource management and renewable energy-based systems aligned with national policies. At the same time, special measures will be put in place to address the power imbalance, social inequity and gender-based discrimination.

The Planning and Development Office of Don Bosco Middle East is seeking a **Beneficiary Record Unit Coordinator** (BRU coordinator) based in Cairo, with a consistent presence in the 10th of Ramadan City in Sharkeya Governorate, Egypt. The primary responsibility of the officer will be beneficiary selection, managing and maintaining records, and providing support for data-related



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tasks, including baseline and endline interviews, to ensure effective project management. The BRU coordinator will be responsible for the following key activities:

- Assisting in developing beneficiary baseline and end-line assessments.
- Supervising the selection and enrolment process, conducting baseline and end-line assessments as needed, according to the selection criteria for new beneficiaries.
- Ensuring smooth communication with the technical coordinator of the VTC in 10th of Ramadan to facilitate the enrolment process of the selected candidates.
- Monitoring and following up on the performance of the trainees, including attendance, dropouts, and failures.
- Assessing cases and compiling case reports containing relevant information, such as interviews or questionnaires.
- Ensuring that case reports are kept up to date, secure, and confidential.
- Managing and drafting action plans for the unit team on a monthly and quarterly basis
- Ensuring adequate recording of beneficiary data.
- Writing progress and quarterly reports to keep the enrolment process and the status of the graduates from the VTC in 10th of Ramadan up to date and on track.
- Dealing with inquiries and requests for information from potential candidates and beneficiaries.
- Classifying and indexing beneficiary records.
- Archiving completed data/records.
- Assisting with ad hoc duties as requested by the Project Manager.
- Ensuring that records are easily accessible when needed.
- Supervising four case workers during the implementation of activities.
- Providing training to case workers who require access to or have responsibility for maintaining records.

### Required Experience, qualifications and Skills

- Bachelor's degree (Master's preferred) in a relevant subject i.e., international relations, international development, social policy, economics.
- Proactive and able to use own initiative.
- Able to work effectively as part of a team.
- Patience and ability to remain calm when under pressure.
- Excellent communication (verbal and written) and interpersonal skills.
- Good numeracy skills and ability to put together and project budgets.
- Ability to travel to 10<sup>th</sup> of Ramadan for supervising the team and the concerned activities
- Competent user of MS Office packages, particularly Word and Excel.
- At least one year of experience working in case management, especially with vulnerable beneficiaries.
- Able to write progress, mid-term and final reports.
- Multitasking skills and working with internal and external actors.
- Experiences working with refugee's context will be an asset.
- Experience in handling complex communications campaigns.

All the above actions should adhere to and consider the principles, including:



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- Respecting human, civil, gender and minority rights.
- Being sensitive to local, cultural and religious specificities.
- Supporting the rule of law.
- Encouraging civic participation.
- Requal opportunities.

Equally, all the activities shall be in compliance with EU policies and the SDGs. In general, these are the principles that should be followed:

- All beneficiaries involved in the Project implementation have to be treated equally.
- The Project team should interact in a positive and constructive way.
- The Project team should respect cultural and religious differences.
- The Project team should act against SGBV perpetuation.

### Language

- Excellent knowledge of Arabic (written and spoken).
- Good knowledge of English (written and spoken).

**Job Location:** Cairo and 10<sup>th</sup> of Ramadan City, Egypt

**Position Type:** Full-Time/Regular

\* Deadline for submission: September 30<sup>th</sup>, 2023, at 5:00 PM

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