



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

## Technical Expert (Electronics and Secretary)

### Job Description

Please note: Egyptian nationals are encouraged to apply.

Duration: daily salary based on the requested tasks.

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 to hire a **technical expert** based in Cairo, Egypt. The experts will be responsible for developing technical curricula aimed at improving the quality of vocational training at the Vocational Training Center in 10th



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Ramadan City and ensuring its effectiveness in meeting the needs of the local and international labor market. The following key responsibilities will be assigned to the officers:

- Develop and update technical curricula related to the following sectors:
  - Electronics
  - Secretary
- Reviewing the existing curricula developed from the DBTIC' instructors and teachers.
- Work closely with Don Bosco instructors and teachers to ensure that the curricula are delivered effectively and meet the requirements of the labor market.
- Establish coordination with Don Bosco instructors and teachers to gain valuable insights into the strengths and weaknesses of the current technical education offered by DBTIC, in order to identify potential areas for improvement.
- Arrange workshops with the Productivity and Vocational Training Department (PVTD) under the Ministry of Trade and Industry (MoTI) for the requested technical sectors to ensure that the necessary expected requirements are met.
- Establish a standard template for the curricula outlines to ensure that the curricula are consistent in terms of structure, content, and format.
- Provide the required technical assistance and coordination to monitor the quality of the implementation of the curricula and any enrichment and support that enable the success of the curricula.
- Provide a capacity building for the DBTIC' instructors and teachers on how to structure and identify and analyse the needed information for the development of the technical curricula.
- Supervise and coordinate the implementation phase of the curricula development to ensure alignment according to the agreed standard.
- Identify the objectives, strategy, and methodology for developing the curricula in collaboration with DBTIC.

### Required Experience

- Technical diploma (asset if graduated from Don Bosco Institute) and University degree (Bachelor or Master or equivalent) in one of the abovementioned technical sectors, or closely related field(s).
- Experience in curriculum development, preferably in the technical and vocational training field.
- Experience in working effectively in a team environment and supervise a team of technicians as department coordinator or head.
- Experience as teachers/instructors in the technical and vocational field (with a preference for those who have served as trainers in one or more of the aforementioned technical fields).

### Required Skills

- A capable organiser, used to meeting deadlines.



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- Excellent communication skills, both written and verbal.
- Excellent organisation, coordination and interpersonal skills.
- Good knowledge of Microsoft Office tools.
- Ability to work as part of a team.

### Language

- Excellent knowledge (written and spoken) of Arabic.
- English and Italian are a plus.

**Job Location:** Cairo, Egypt

**Position Type:** Full time / daily salary

\* Deadline for submission: August, 2<sup>nd</sup> 2023, at 5:00 PM

Via E-mail: [recruitment@donboscomor.org](mailto:recruitment@donboscomor.org) writing “Name of the applicant\_Don\_Bosco\_Technical\_Curricula\_Vacancy” in the subject.