



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

## Case Worker

### Job Description

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 seeks a **Case Worker** based in 10<sup>th</sup> of Ramadan City (Sharkeya Governorate) and Cairo, Egypt. The case worker will be responsible for:

- Conducting baseline and end-line assessments for the targeted beneficiaries
- Managing the database for the beneficiaries.
- Assessing cases and compiling case reports containing relevant information
- Ensuring that case reports are kept up to date
- Providing support, guidance and counsel to person interested in vocational training
- Motivating individuals to participate in the scholarship activities
- Providing candidates with information and counselling, and make referrals for other services
- Developing plan for enrolment into the vocational training centre and for reimbursement distribution
- Arranging opening day event and any other based on the need of the project intervention



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- Following up the attendance of vocational trainings and allowances distributions
- Reporting case of abuse or any suspected case

### Note:

All the activities conducted by the case worker will be under the supervision and coordination of the Beneficiary Coordinator Unit.

### Required Experience

- University degree in social science, international relations, or closely related field(s) is preferred.
- Minimum one year of experience in working in the cooperation field, NGOs, TVET Educational Institution and case management.
- Need to be socially perceptive to work with individuals who have difficulty expressing their needs
- Being respectful and non-judgmental regardless of circumstance
- Knowledge and awareness of crisis-intervention contexts
- Need to be organized and practical
- Ability to compromise, negotiate and work well with others
- Arabic language is a must
- Knowledge of refugee and person with disability would be an asset

### Required Skills

- A capable organiser, used to meeting deadlines.
- Excellent communication skills, both written and verbal.
- Excellent organisation, coordination and interpersonal skills.
- Good knowledge of IT tools such as Microsoft package
- Ability to work as part of a team.

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

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

Equally, all communication activities shall be in compliance with EU policies and the SDGs. The same values and messages detailed above should also be reflected in nonverbal messages (for example in photographs, images, film scenes, branding, etc.). 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.



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- The Project team should respect cultural and religious differences.
- The Project team should act against SGBV perpetuation.

### Language

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

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

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

\* Duration: 7 months (Subject to performance and /or contingent on donor funding)

\* **Deadline for submission: August 11th, 2024 not later than 5:00pm**

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,

Via E-mail: [alice.salvadego@donboscomor.org](mailto:alice.salvadego@donboscomor.org) in cc [recruitment@donboscomor.org](mailto:recruitment@donboscomor.org) writing "Don\_Bosco\_Caseworker\_Vacancy" in the subject

\*Applicants must have legal authorisation to work in Egypt and confirm it in the cover letter.