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

## Project Officer

### Job Description

Please note: Egyptian nationals are encouraged to apply.

**Duration: 7 months (contingent on donor funding with possibility of extension)**

**Deadline of submission is September 5th, 2024, at 5:00 PM**

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 of 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, organize, and run market-driven and competency-based vocational education paths. It will lead graduates to inclusive and sustainable livelihood opportunities by developing market-driven technical skills and job readiness to access the local labor 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 and provide 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.



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ITALIAN AGENCY  
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COOPERATION



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The Planning and Development office of Don Bosco Middle East is seeking a Project Officer based in Cairo, Egypt, to support the Project Manager and be responsible for the following key tasks:

### Responsibilities:

- Assist the Project Manager in drafting reports and project documents in English for donors and stakeholders.
- Assist the Project Manager and the Financial Unit in drafting service and supply contracts and Terms of Reference as well as supporting the Logistics Officer and the Accountant in drafting and filing procurement documents.
- Follow up on project activities by getting in contact with beneficiaries and act in strict collaboration with the team under the coordination of the Project Manager.
- Support the project manager in engaging with local stakeholders, in particular with the Ministries, addressing inquiries and providing information as necessary.
- Collect project qualitative and quantitative data for reporting purposes.
- Support the Project Manager in ensuring project deliverables meet quality standards and develop risk mitigation strategies.
- Work closely and collaboratively with the Communication Officer for the translation of drafted project documents and in collecting data for presentations.
- Support maintaining all project files in the shared drive folder well-organized, accessible and up to date.
- Collaborate with the Project Manager to develop project timelines and track progress against milestones.
- Assist in evaluating project performance metrics and key performance indicators (KPIs) by keeping track of project indicators development in relation to the project's logical framework in strict synergy with the Beneficiary Record Unit.

### Required Skills

- Bachelor's degree in a relevant field (e.g., Project Management, Business Administration, Communications).
- Proven experience in project management related roles (such as Project Officer, Assistant Project Manager or any similar role), preferably in NGOs and NPOs.
- Strong writing skills
- Excellent English and Arabic (knowledge of Italian is an asset).
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a team environment and build positive relationships.
- Strong problem-solving skills and the ability to adapt to changing project requirements.

### Required Experience

- At least 1 year of experience in project management, preferably in TVET or educational projects as Project Officer, Assistant Project Manager or any similar role.
- Knowledge of the Salesian Network is an asset.

**Job Location:** Cairo, Egypt

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

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

Applications should be emailed to [alice.salvadego@donboscomor.org](mailto:alice.salvadego@donboscomor.org), reporting "Don\_Bosco\_Project Officer\_Vacancy" as the subject, and add [recruitment@donboscomor.org](mailto:recruitment@donboscomor.org) in cc.

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