

### Youth Development Program Specialist

Specialist of the Youth Development Department will be reporting to the Youth Development Program Manager.

#### **Job Requirements:**

- BA in a related field (Education, Social Sciences, ...)
- Very Well organized and detailed oriented
- Excellent command of English and Arabic Language (Both Speaking and Writing)
- Perfect command of computer skills & MS Office with familiarity with spread sheets and Excel
- Time management and ability to set priorities based on work load
- Good communication skills
- Ability to work with a team
- Can deal with Youth on a day to day basis
- At least 2 years of experience in development or any relevant field, preferably an experience working with Youth.
- Persistent attitude to follow up with the Youth and External beneficiaries on a day to day or weekly basis

#### **Job Responsibilities:**

- Providing the required support to the Department's Manager in the development of the yearly Action Plan with necessary information collection, and administrative support.
- Performing all necessary activities to achieve the set objectives as per the yearly plan with efficiency and quality.
- Administrating and coordinating the process of conducting the orientation group/individual sessions by the Department's Manager and follow-up on the Programs' participants to ensure their attendance as planned.
- Coordinating with the assigned trainers/facilitators pre and during and after the programs implementation to ensure the following:
  - Readiness and preparation of the programs' material
  - Participants' assessment reports as required by the programs' methodology
  - The daily flow of the programs' execution as per the standards and values of AMAAN's Learning & Development Center.
  - Arranging for the coaching sessions provided to Youth participants of Forsa Program for Orphaned Youth.
- Responsible for the participants' registration on the corresponding programs.
- Follow-up on the trainers/facilitators payments with the Finance Department.



- Coordinating & supervising the logistical process of the programs implementation with the assigned Logistics Team members.
- Coordinating and managing the programs' evaluation process by the participants and preparing end of Programs/Modules Evaluation Reports as assigned by the Department Manager.
- Coordinating and managing the preparation of the assessment report of the Youth participants as per the set programs' methodologies.
- Taking the necessary corrective actions guided by the Department Manager to handle and encountered deficiency during the programs' implementation.
- Updating and maintaining the Department's Dbase of the participants, trainers/facilitators, speakers...etc.
- Updating and maintaining the Dbase of the programs' material in cooperation with the R&D and the e-Learning Departments.

Please send your CV to [amira.rizk@amaanegypt.org](mailto:amira.rizk@amaanegypt.org)

Deadline for applying: 10/1/2018