

Wataneya Society

Aftercare Coordinator ToR

ABOUT WATANEYA

Wataneya Society for the Development of Orphanages a non-profit organization, yet acts as a social enterprise, is registered under the Ministry of Social Solidarity (MoSS) since 2008 to “Create a future of equal opportunities for children and youth without parental care, through unifying the standards and applying all aspects of care and services in the alternative care.”

The slogan “**Quality of Life for Every Orphan**” captures this vision and mission clearly, and maintains the vivid focus on children and youth without parental care.

Since its foundation, Wataneya has been introducing innovative solutions based on a scientific approach to reform the orphanage care in Egypt and ensure a better future for children and youth raised in institutional homes. Yet, in 2016, Wataneya extended its efforts to include another form of alternative care which is foster/alternative families (Kafala) by joining the Higher Committee of Alternative Families at MoSS.

Wataneya created a breakthrough in the field of orphans' care by developing Quality Standards for Alternative Care within institutional homes for children and youth without parental care and advocating for mandating these standards nationwide.

In June 2014, H.E Ghada Wali, Minister of Social Solidarity, issued a ministerial decree stated that all orphanages in Egypt are obliged to apply the QS. This decree was issued as a result of Wataneya's efforts with the ministry, and other local and international organizations. Wataneya's projects and programs are driven from its long-term strategic objectives (2017-2023),

1. Empower institutional homes to apply the quality standards to enable the orphans to grow into independent and successful active members of the society.
2. Develop the caregiver profession to become an attractive, prestigious and accredited profession.
3. Participate with the institutions in developing role models of orphans, spread success stories to change the societal perspective of orphans.
4. Develop effective monitoring and evaluation system within the alternative care sector.

Wataneya was recognized as one of the best six practices worldwide to improve the living environment by Dubai International Award, was selected as the best project under the Humanitarian Category in the Arab Region by MBC Hope in 2014, and was recognized by Prince Mohamed Bin Fahd Prize for Best Charity Performance in 2017 in the Arab World.

Duties and Responsibilities

1. Manage all Administrative & logistical processes and activities for the department including all sorts of documentation.
2. Ensuring a good quality printed copy for the department
3. Ensure timely provision of quality coffee breaks within the set budget for each of the planned programs
4. Ensure providing necessary stationery as per the programs' sets of requirements
5. Manage and coordinate the pre-programs details including the following:
 - o Confirmation of the required participant(s) personal information
 - o Confirmation of attendance details: program dates, timing...etc.
 - o Attendance logistical information
6. Manage and coordinate the during programs details including the following:
 - o Participants attendance
 - o Participants requirements and inquiries
 - o Program's unexpected requirements or emergencies
7. Manage and coordinate the post programs details including the following:
 - o Post programs events/sessions confirmation
 - o Certificates
 - o Any papers completion related to the programs' participants
8. Managing suppliers' deals and relationships ensuring high quality and budget efficiency
9. Performing all necessary activities to achieve the set objectives as per the yearly plan with efficiency and quality.
10. Responsible for executing Aftercare Dep. needed communication with different stakeholders.
11. Assisting the Aftercare Sr. Specialist in managing the department's cash and all running programs' expenses.
12. Following up on updating the database of beneficiaries and partnerships, in coordination with the concerned departments.
13. Managing the regular update/ upload of data, files and reports on the Drive under the supervision of the senior specialist.
14. Participating in the preparation of periodic reports and presentations of management meetings under the supervision of the senior specialist.

15. Supporting the Department with all administrative related tasks.

REPORTS TO After Care Department Manager

JOB REQUIREMENTS

EDUCATION BA in Business Administration or Social Work

RELEVANT EXPERIENCE

- A minimum of 2 years of professional experience in social development and/or NGOs

CORE COMPETENCIES

- Quality Focus & Quality Performance
- Initiative & Drive for Result & Results Orientation
- Building Accountability
- Continuous learning Creativity & Innovation

Working Hours

- 40 hours per week
- Two days off per-week
- Working on Weekends with a compensation days availability

DOCUMENTS TO BE SUBMITTED

- Resume.

Interested Candidates, please send above documents on info@wataneya.org, mentioning the job title in the email subject line.

Only shortlisted candidates will be contacted for an interview.