

JOB ANNOUNCEMENT

JOB TITLE	Executive Assistant
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ABOUT WATANEYA	<p>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.”</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Wataneya’s projects and programs are driven from its long-term strategic objectives (2017-2023),</p> <ol style="list-style-type: none"> 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.
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	<p>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.</p>
<p>DEPARTMENT PURPOSE</p>	<p>The Executive Director's Office Key Responsibilities:</p> <ul style="list-style-type: none"> • Externally: Managing the strategic relationship with The Ministry of Social Solidarity as well as other key partners • Internally: Following-up and monitoring the implementation of the yearly business plan and the initiated projects by the different departments and on the establishment of the following corporate values/systems such as: <ul style="list-style-type: none"> • Corporate Governance • Knowledge Management • Quality Management/Assurance Project's implementation

<p>REPORTS TO</p>	<p>Executive Director</p>
<p>DUTIES & RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Typing, compiling and preparing reports, presentations, and email correspondence. 2. Manage and schedule meetings and appointments. 3. Support in preparing, attending and minutes taking of Wataneya's stakeholders' meetings, Ministry, donors, and social care homes...etc. 4. Support in following up and documenting the outcomes' action plans. 5. Co-facilitates the internal meetings and workshops related to the Executive Director Office. 6. Support in preparing letters and Memorandum of understanding (MoU) with third-party entities/consultants as required.

<p style="text-align: center;">JOB REQUIREMENTS</p>	
<p>EDUCATION</p>	<ul style="list-style-type: none"> • Bachelor degree in a relevant field.
<p>RELEVANT EXPERIENCE</p>	<ul style="list-style-type: none"> • 4+ years of experience in the same position.
<p>TECHNICAL KNOWLEDGE/ SKILLS/ TRAINING REQUIRED</p>	<ul style="list-style-type: none"> • Strong planning skills and the ability to prioritize work and meet deadlines. • Excellent writing skills both in English and Arabic. • Ability to work in a team environment and maintain a positive and friendly attitude at all times.

	<ul style="list-style-type: none"> • Strong interpersonal, organizational and leadership skills. • Proactive, creative and self-motivated. • Flexible and adaptable to changes. • Excellent conflict resolution/ problem-solving skills. • Excellent business acumen. • Excellent communication skills and ability to deal with different stakeholders; governmental, the private sector, donor agencies, and local partners.
LANGUAGE ABILITY	Fluent in both Arabic and English.
CORE COMPETENCIES	<ul style="list-style-type: none"> • Quality Focus & Quality Performance • Initiative & Drive for Result & Results Orientation • Building Accountability • Continuous learning Creativity & Innovation • Facing Challenges and Decision Making • Bridging & Building Collaborating Work Relationships
DOCUMENTS TO BE SUBMITTED	<ul style="list-style-type: none"> • 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.