

Qualification and TOR of Senior Coordinator

【Qualifications】

- An Advanced University Degree in education, public administration/health, nutrition, economics, psychology, sociology, human development, child development, family studies or other social science field is required.
- Not less than 10 years' experience in coordination/management of development projects, preferably 6-8 years' experience of early childhood education and care, social planning and management, rural development, and community-based inclusive education for children with disabilities or other related areas.
- Very good acquaintance with working environment as well as rules and regulations of Egyptian Ministries, especially Ministry of Social Solidarity, related to the above mentioned fields.
- Experience managing stake holders at district level, e.g. schools/nurseries, communities, local government, etc.
- An excellent command of both spoken and written English and Arabic, including report writing and computer skills, especially MS Word and Excel.
- Egyptian nationality.
- Must be able to tolerate frequent travel in rural areas without restrictions.
- Excellent communication(*frequent communication with female facilitators is expected), negotiation and presentation skills and demonstrate abilities to speak with academics and leaderships on an equal footing
- Must be able to understand the differences between Japanese and Egyptian cultures, communication and negotiation manners, and business practices, and be able to coordinate while respecting both sides.

【TOR】

Fulfill the duties and responsibilities described below in cooperation with team members of the Client (JICA-ECD Project at Ministry of Social Solidarity represented by Mr.Tetsuo Kamitani, Chief Advisor).

【Overall】

-Implement project activities taking consideration the policy and administrative management on ECD of Ministry of Social Solidarity (MOSS) together with Chief Advisor. Main duty is to generate below Output 1,2,and3.

- Direct maximum efforts to ensure the appropriate execution of the project activity and strategy of Project Management Unit (PMU) initiated by PMU Director and Chief Advisor.

- Leads as a head of Project Coordinator(s) and reports to PMU Director and the Chief Advisor about the progress of day-to-day operation and coordination required for the Project.

- Facilitate Working Group to assure quality and feasibility of human resource development system for nursery facilitators (output1) and monitoring system for nurseries (output2).

- Negotiate and coordinate with National Program and stakeholders for human resource development system for nursery facilitators (output1) and monitoring system for nurseries (output2).

- (1) Output1: Human resource development system for nursery facilitators
 - Coordinate with concerned department and officials of MOSS to come up with the feasible system for the training of nursery facilitators.
 - Identifying issues to integrate the quality standards, the curriculum (which has been developed by DISCOVERY), the administrative management kit, and JICA training guide with the Activity Booklet in a consistent manner.
 - Coordination among the members of Working Group and Joint Coordination Committee in order to obtain the approval for the implementation of specific field activities.
 - Coordination among stakeholders to create the standard operating procedures (SOP) for human resource development systems.
- (2) Output2: Monitoring system for nurseries

- Facilitate the discussion among stakeholders to identify the gaps between intended outcomes and current status in order to strengthen the current monitoring procedures.
 - To develop training modules, testing the system, roll-outs to the selected governorates.
 - Coordination among stakeholders to create the standard operating procedures (SOP) for monitoring systems.
- (3) Output3: Awareness raising for positive parenting, Learning through Play, inclusiveness, and others related to ECD
- Coordinate among specialists/ executive entities to develop the content for awareness-raising activities.
 - Plan, document, and follow up Project Coordinator (s) on specific awareness-raising activities in target governorates.
- (4) Public Relations
- Choose and control the quality of the public relation materials related with the project..
 - Contact with Egyptian media agencies for news coverage regarding the project activity through coordination with PMU director and concerned department and officials of MOSS.
- (5) Others
- Perform other related duties as requested by the PMU director and the chief advisor..
 - Ensure the appropriate execution and management of all the tasks given to the Project Coordinator (s) and PMU members jointly with Chief Advisor.
- (6) Work place
MOSS /Project Office
- (7) Duration of the contract
Until March 2024.
*Possibility to extend yearly until August 2026.

Attachment: TOR of PMU
Implementation structure