

Posting Date: December 3, 2012



Research that makes a difference

Salary: TBD

POSITION AVAILABLE

The Population Council encourages applications from local nationals

TITLE: Project Officer

PROJECT TITLE: Successful Transition to Work for Young Women in Rural Upper Egypt (Neqdar Nesharek project)

REPORTING TO: PGY Senior Program Manager

LOCATION: Cairo - Egypt

ASSIGNMENT LENGTH: One Year (Renewable)

The Population Council is seeking to fill the position of **Project Officer** in its Cairo office. This is a full-time position under the Poverty, Gender & Youth (PGY) program and reporting to the Senior Research Manager. The PGY program is one of three main thematic areas, that include Reproductive Health and HIV/AIDS, where the Population Council conducts research, provides technical assistance, builds capacity and designs innovative approaches. The objective of the PGY program is to understand the social dimensions of poverty, the determinants and consequences of gender inequality, the disparities that arise during adolescence, and the critical elements of a successful transition to adulthood in developing countries.

The incumbent will be responsible for managing the project entitled “Neqdar Nesharek-Successful Transition to Work for Young Women in Rural Upper Egypt” granted under the USAID-Annual Program Statement (APS). This project offers an integrated approach to female economic empowerment. This program targets at least 4,500 young women aged 15-29 in 30 villages in the three Upper Egyptian governorates of Fayoum, Sohag, and Qena. It combines business skills development with actual support in starting a business or in joining an existing business, while placing an emphasis on life skills and community engagement. In carrying out the proposed program, we will be employing design elements that have proved to be successful in carrying similar projects, such as engaging the community, local NGO and CDAs in implementation and using local female mentors to train participants.

Additional responsibilities include representing the Project in conferences and other functions and liaising with individuals and organizations active in parallel fields at the local and regional levels, as well as participating in research committee meetings.

JOB DESCRIPTION:

The Project Officer will provide leadership, and management oversight for achieving the Neqdar Nesharek project's strategic objectives in accordance with the approved agreements with donors. S/he will ensure that project activities are implemented in a timely and efficient manner as planned and that issues that arise are promptly addressed and resolved. S/he will be responsible for preparing regular field and research reports and project publications. The Project Officer will also coordinate and monitor the roles of the different partners of the project.

The incumbent will represent the project to different entities including donors, ministries, relevant private sector companies, and governorate-level officials. The incumbent will also be responsible for developing an effective dissemination plan for the project that ensures a wide spread dissemination of the project's key findings and recommendations among decision makers, stakeholders and the scientific community.

RESPONSIBILITIES:

- Develop and implement annual work plans for the project in accordance with the final project agreement.
- Participate in the preparation of the project curricula, and develop the best practices and tools for the project execution.
- Manage the day-to-day project implementation process all through the project duration life and undertake regular visits to the project sites to monitor and ensure the smooth running of the project activities.
- Communicate with the PGY Senior Program Manager and the project team for regular updates and to ensure adequate resolution of any problems.
- Work closely with the project's partners to ensure that project activities are undertaken in a timely and efficient manner.
- Participate in the development of the guides that will govern the NGOs and CDAs throughout the project life.
- Monitor the progress towards achieving the project indicators, and prepare regular monitoring and evaluation reports in collaboration with the impact evaluation team.
- Provide field reports, monthly and quarterly technical reports.
 - Develop proposals to fundraise for activities to support Neqdar Nesharek project.
- Work closely with PGY staff to translate projects findings and outcomes into clear messages relevant to policymakers, donors and key stakeholders.
- Participate in other Population Council activities as requested by the Country Director.

QUALIFICATIONS:

- A bachelor degree with 10 years of development experience including non-formal education programs or an advanced degree (in the social sciences including population, demography, sociology, economics, or a related field) with six years of development experience.
- Experience in designing and implementing similar projects and familiarity with youth and gender issues and relevant local and international literature.
- Knowledge of donor and fundraising needs of large institutions and proficiency in grant writing.
- The candidate must also demonstrate analytic ability and aptitude for research and policy work along with excellent presentation and writing skills.
- Strong oral and written communication skills in both Arabic and English are essential, along with computer skills.
- S/he should have the ability and willingness to travel extensively to project sites.

BENEFITS AND REMUNERATION

This position is available for immediate appointment. A competitive salary level, commensurate with the responsibilities and the applicant's past experience will be provided, in addition to the complete package of Population Council benefits for locally hired staff.

TO APPLY

Please send resume and cover letter, including names of three references, by December 15, 2012 to the attention of

Hanan Tammam
HR & Admin Officer
Population Council
htammam@popcouncil.org
Fax no.: 2525-5962

The Population Council is an international, nonprofit, nongovernmental institution that seeks to improve the well-being and reproductive health of current and future generations around the world and to help achieve a humane, equitable, and sustainable balance between people and resources. The Council conducts biomedical, social science, and public health research and helps build research capacities in developing countries. Established in 1952, the Council is governed by an international board of trustees. Its New York headquarters supports a global network of regional and country offices.

The Population Council provides equal opportunity; it does not discriminate against any person with regard to age, color, creed, national origin, disability, political belief, veteran status, religion, marital status, gender, gender identity, or sexual orientation. Decisions on employment are based on an individual's qualifications as related to the position for which s/he is being considered. The Council has an affirmative action plan and especially encourages applications from qualified women and members of minority groups. The Population Council is international in the composition of its board of trustees and its staff, as well as in the nature and deployment of its activities.