

DROSOS FOUNDATION (www.drosos.org) is a Swiss private not-for-profit organisation committed to unlocking the potential of young people. Together with its partners, the foundation nurtures their life and professional skills to pave their way to economic and social independence. The Foundation is currently active in Switzerland, Germany, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia.

The Foundation is looking for a

Programme Manager – Egypt (100%)

Start date: 1st of July 2024

Main duties

The Programme Manager, based in Cairo, will contribute to the management and development of the foundation's programmatic work in Egypt. The Programme Manager will directly report to the Country Director and work in close collaboration with a qualified team of highly experienced professionals. The Programme Manager will be responsible to design and develop new and existing programmes and the projects therein. The Programme Manager will also guide the implementation process of established projects and programmes, provide support to implementing partners, evaluate the impact of past engagements, and develop new initiatives and partnerships in line with DROSOS' strategic priorities.

More specifically, the Programme Manager responsibilities will include:

Projects and programmes management

- Oversee, monitor, and evaluate the implementation of projects and programmes, including tracking progress through reports, partner meetings, and field visits
- Support project partners in advancing their organisational capacities and impact planning
- Manage project budgets and ensure proper and sound financial controlling of grants
- Support the tendering process of consultants, e.g., for project evaluations or organisational development support, drafting terms of reference, steering the selection process and contract negotiations, and monitoring the assignments
- Regularly report to the Country Director on strategic developments in projects

Developing new partnerships

- Identify and assess opportunities for new partnerships (conduct needs assessments, rapid appraisals, assessments of implementing capacities, etc.)
- Screen new project proposals in line with the Foundation's programmatic approach
- Support potential partners in project development from ideation and design to full proposals and planning, including logical frameworks and/or theory of change

Documentation of learning

- Identify learning opportunities across different projects and create synergies between partners
- Collaborate with other team members to facilitate discussion with partners and thematic experts on topics of interest
- Facilitate networking and learning exchange between implementing partners and relevant stakeholders
- Lead in the commissioning of studies or key pieces of research and/or evaluation (sector mapping, multisectoral studies, etc.) and coordinate the production of knowledge products

Contribution to programme quality

- Contribute to DROSOS' global knowledge exchange and strategy development led by the Foundation's Leadership Team in Zurich
- Participate in networking events in key sectors and areas of interest to DROSOS programming
- Participate in setting roundtables or other technical meetings with partners and experts
- Contribute to regular reporting of country office performance in line with regular formats and other similar documents
- **Perform additional duties and tasks as assigned**

Requirements

- Higher education in the field of social sciences, humanities, or economics (international relations, international development cooperation, business administration, or related areas) with a strong business acumen
- Minimum 5 years of relevant working experience, preferably with 3 years in a similar position in the philanthropic sector, non-profit organisations, and/ or international development cooperation, including project management, monitoring and evaluation
- Demonstrate extensive understanding of the development landscape in Egypt and knowledge of the country's national strategies
- Experience in collaborating with civil society organisations and conducting practical field work
- Critical thinking and strategic planning skills with the ability to translate strategy into action
- Business planning skills with an ability to manage complex financial budgets and understanding of legal contractual relationships
- Ability to simplify complex information into clear presentations to various key audiences
- Reliable, flexible and a pragmatic problem solver and able to manage high range and volume of responsibilities
- Respect for diversity and affinity to work in a multicultural environment
- Excellent communication and writing skills in English and Arabic

- Demonstrated ability to collaborate and build and maintain effective relationships with team members and partners
- Hands-on and 'can do' attitude and proven ability to navigate uncertainty and changes
- Demonstrated ability to maintain constructive relationships with partners while maintaining independence and securing compliance with foundation internal and external regulations
- Flexibility to travel as required
- Be an effective and inspiring manager and role model in the organisation
- Commitment to the values, goals, and approach of DROSOS FOUNDATION

How to Apply

If you are qualified and interested in this position, please send a letter of motivation (max 2 pages) and your CV in English using this [LINK](#) by **29th February 2024**. The letter of motivation should explain why you are interested in this position and how your skills and experience make you a good fit.

Applicants must be allowed to work in Egypt. Only direct applications will be considered.