



## Projects Manager – Job Description

<b>Travel</b>	Projects Manager
<b>Reporting To</b>	Operations Director
<b>Job Type</b>	Full Time
<b>Job Responsibilities:</b>	
<b><u>Planning &amp; Implementation:</u></b>	
<ul style="list-style-type: none"><li>● Supervise all project activities and ensure that its plan is followed up and regularly updated.</li><li>● Provide technical support and guidance to the project team, in order to ensure an excellent level of quality of the activities implemented.</li><li>● Ensure EL Rehla's policies and procedures are being abided to improve programme operational efficiency.</li><li>● Organize and maintain coordination with different departments.</li></ul>	
<b><u>Project Quality:</u></b>	
<ul style="list-style-type: none"><li>● Ensure the technical quality of the approaches and projects implemented, as well as the capacity building of the technical skills of EL Rehla staff and partners,</li><li>● Plan and conduct weekly &amp; monthly review meetings to assess progress, adjust plans and discuss lessons learned.</li><li>● Oversee the monitoring of the project's impact and assess each activity in terms of its contribution to expected outcomes.</li><li>● Ensure a timely and high-quality implementation of the project.</li><li>● Plans with the project's team any future changes/adjustments in activities if needed to always have a backup plan.</li><li>● Ensure accurate monitoring &amp; evaluation plans for the different project components are in place.</li></ul>	
<b><u>Reporting, Documentation and Learning:</u></b>	
<ul style="list-style-type: none"><li>● Prepare the narrative and statistical reports required for donors and meet the deadlines.</li><li>● Assist in preparing concept notes and proposals if needed under the supervision of the programs &amp; partnerships unit.</li><li>● Ensures proper documentation of EL Rehla experiences and lessons learnt for each project</li><li>● Maintain a proper &amp; organized database with all information related to the project.</li></ul>	
<b><u>Budget monitoring</u></b>	
<ul style="list-style-type: none"><li>● Ensure developing timely and quality technical and financial reports as per the project requirements.</li><li>● Preparing project budgets with clear and detailed implementation plans.</li><li>● Follow up on project expenditure, advances, expenses and settlements.</li></ul>	



### **Team Management:**

- Ensure that technical support and needed trainings are provided in order to develop and strengthen the technical skills of the project team;
- Promote effective team work on a daily basis, with particular focus on cross-cutting issues and themes.
- Implement good management practices so that her/his management attitude meets El Rehla values & culture.
- Evaluate the staff under her/his direct responsibility on a regular basis and share evaluations & recommendations with the operations director.
- Encourage a culture of Ownership, Agility & Collaboration, ensure communicating it regularly to staff and partners.

### **Required Competencies:**

- **Ownership & Commitment:** The willingness to put the organization's goals as a priority and achieve excellence by taking personal responsibility for the quality and timeliness of work commitments.
- **Agility:** Demonstrating positive attitude and quickly adapting one's approach to changes in business environment, processes and structure.
- **Client Focus:** Focusing on achieving results consistent with the organization's objectives and resolving problems to accomplish tasks smoothly.
- **Planning & Coordination:** Proactively planning, establishing priorities, allocating resources, implementing and communicating plans and monitoring and adjusting work to accomplish goals.
- **Team Building:** Building capable, diverse and cohesive teams as well as driving their performance by encouraging participation and sharing of ideas that align with the organization's strategy and goals.

### **Job Requirements:**

- Education: Bachelor Degree.
- Experience: 5-8 years of related work experience.
- High Level of English proficiency.
- Experience working with INGOs/NGOs and understanding of the development world is recommended.
- Experience in the startup ecosystem in Egypt is preferred.

### **Working Hours**

8 hours/day – 22 day

### **Environmental Conditions:**

40% Indoor – 60% Outdoor

### **Location**

El Rehla Office – DownTown