



Content & Capacity Building Manager – Job Description

Job Title	Content & Capacity Building Manager
Reporting To	Content & Development Executive
Job Type	Full Time
Job Responsibilities:	
Capacity Building:	
<ul style="list-style-type: none">● Lead the facilitators capacity building program and ensure its implementation in a timely manner.● Grow and diversify the database with different subject matter experts, speakers from different fields.● Ensure having an active database of facilitators, mentors, experts, and speakers.● Responsible for contracting facilitators, ensuring updating their rates, and areas of expertise on yearly basis.● Organize new session testing workshops before the retreats.● Maintain a good relation with Alumni, help connecting them with different stakeholders when needed.● Develop materials and processes for specific areas/topics identified as needed.	
Design and Implementation	
<ul style="list-style-type: none">● Attend with the business development representatives, client's meetings, to understand their exact needs from the content department.● Design and tailor the content as per clients' needs.● Finalize the content program, choose the relevant facilitators and agree with them on the needed scope of work.● Follow Up the facilitators performance during any activity.● Coordinate with the project manager and logistics team, any content related issue.	
Facilitation:	
<ul style="list-style-type: none">● Act as a lead facilitator in different Rehla activities (Retreats, community events)● Deliver content and extend support to other facilitators in all types of activities.	
Evaluation and Reporting	
<ul style="list-style-type: none">● Evaluate the performance of the new facilitators in the testing phase.● Follow up on evaluations needed pre and post events.● Deliver reports needed from the content department on a quarter basis.	
Skills & Competencies:	
<ul style="list-style-type: none">● 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: Identifying and responding to current and future client needs; providing service excellence to internal and external clients.● Innovation: Generates innovative solutions in work situations; tries different and new ways to deal with work problems and opportunities.	



Job Requirements:	
<ul style="list-style-type: none">● Bachelor's Degree;● 5- 7 of work related experience.● Former public facilitation experiences are desirable.● Significant work experience related to capacity-building actions with concrete involvement in the design/ delivery of capacity-building activities.● Experience of working in/ with local/ regional public authorities or any organization will be a plus● Experience in the start-up ecosystem in Egypt is preferred.	
Working Hours:	8 hours/day – 22 day
Environmental Conditions:	70% Indoor – 30% Outdoor
Location:	El Rehla Office – Downtown