

Job Announcement

Position: Program Development and monitoring Officer

Background: BESS IS Faith based organization established in 1962 works in developing poor urban and rural communities (45 community throughout Egypt) by 15 specialized program (Education – Health-Economicetc.) Please review BLESS mission & vision

Purpose of the post: ensure providing the target communities by effective and suitable services meets the communities need on time according to BLESS strategic and action plans.

Responsibilities and duties:

1. Participate in community needs analysis.
2. Create, submit, and follow-up concept notes and proposals to BLESS partners.
3. Develop centralized implementation & operational plans with program advisors and field coordinators.
4. Contribute to the development of performance monitoring plans; including the design of results framework, creating monitoring indicators and setting the proper means of verification.
5. Oversee data collection, adequate compilation, and provide feedback to program advisors and field coordinators.
6. Produce periodic reports per BLESS contract agreements (and none periodic according to BLESS management requirements).
7. Assist in the Coordination of external and internal evaluation.
8. Act as a secretary of BLESS internal program management meetings.
9. Participate in field missions.
10. Performs other duties as required.

Position sitting & reporting relationship:

The proposed candidate will work under the supervision of planning, monitoring and evaluation department manager. Work implies frequent interaction with staff at all levels within BLESS partners, program advisors, regional coordinators, and field workers

Qualifications:

Education: university degree in business administration, social science, with emphasis on development issues or a related field

Experience: Three years of progressively professional experience and practical experience (planning, monitoring, and evaluation of specific program associated with the post)

Language: Fluency in English is a must (written & spoken) preferably

Computer skills: completely independent in Microsoft office applications and Microsoft project application

Competencies:

Professionalism: Develops clear goals consistent with agreed strategies, identifies priority foresees risks; adjust plans and action plans, uses time efficiently

Communication: Speaks and writes clearly and effectively

Teamwork: Works collaboratively with colleagues and all BLESS staff

Creativity: Actively seeks to improve programs or services, promotes and persuades others to consider new ideas

Level of effort:

The post is full time job and may need an extended work hours whenever needed

Remuneration:

Based on salary history and standard salary scale in BLESS

Number of vacancy:

Two professional candidates are required

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