



Job Opportunity

Career Development Center Manager

World Learning, an international organization specializing in educational, development and exchange programs (<http://www.worldlearning.org>) together with ***Helwan University*** wish to immediately recruit ***a Career Development Center Manager*** to support the USAID funded ***Linking Education to Employment Program (LEEP)***. It is a full-time, local position based in Helwan University, Egypt.

POSITION SUMMARY

The Career Development Center Manager will serve as the Manager and as a Career Trainer in the Career Development Center (CDC) at Helwan University, Egypt. He/She will be responsible for the management of the day to day operations of the CDC, for ensuring the delivery of programs of employment preparation training to students of the University, for coordinating the provision of training and other career development activities by the center and its partners, for developing and maintaining relationships between the CDC and local, regional and national employers and employment organizations, and, in coordination with World Learning's home office, ensure that the components of the project to be led by World Learning are implemented according to the policies and procedures of World Learning and in compliance with USAID regulations.

The CDC Manager will also be a Career Trainer and as such will design and deliver programs of training and other employment related activities at the Center.

The CDC Manager will report to World Learning's Project Director in Cairo, Egypt.

DUTIES & RESPONSIBILITIES:

- Ensure that project activities are implemented in accordance with World Learning's policies and procedures and in compliance with USAID regulations and Helwan University strategies.
- Work with the Program Director and the University to plan the Career Development Center's program of training and employment related services.
- Manage the Career Development Center's program of training and employment related services.
- Develop Career Development Center administrative systems and procedures in coordination with the Program Director and with World Learning home office and Helwan University.
- Train, supervise and monitor the performance of the Career Development Center staff.
- Design and delivery of Job-search and Employment related training programs to students.
- Complete all required reports, forms and documents
- Coordinate the procurement of project supplies, equipment and services.
- Manage the use of project resources and maintain inventories
- Any other tasks as assigned

REQUIRED QUALIFICATIONS:

- Substantial experience as a trainer, and / or in university based community outreach or external relations.
- Professional experience in administration or project management.
- Fluency in English and a high standard of written Modern Standard Arabic are required.

DESIRED QUALIFICATIONS:

A preference will be shown for candidates demonstrating evidence of training or qualifications in Career Counseling, Career Guidance or Employment preparation.

To apply, please send a cover letter and CV in English to yasmine.bendary@worldlearning.org OR mayada_belal@hq.helwan.edu.eg . Please include “*CDC Manager, Helwan University*” in the subject line.

The deadline for receiving applications is 30th July 2015.