

JOB DESCRIPTION

AECOM

USAID's Strengthening Entrepreneurship and Enterprise Development (SEED)

Contract No.: AID-263-C-16-00003

TITLE	OPERATIONS & TRAINING MANAGER (OTM)
LOCATION	Cairo, Egypt
REPORTS TO	Director of Operations (DO)
PERIOD OF PERFORMANCE	LTTA

USAID's Strengthening Entrepreneurship and Enterprise Development (SEED) in Egypt project is part of the US-Egypt Trade and Investment Promotion (TIPE) bilateral agreement. The agreement focuses on strengthening the development of micro, small and medium enterprises (MSMEs) and entrepreneurship. More specifically, the purpose of the SEED Project is to increase employment and income of MSMEs and entrepreneurs, especially those owned by women and youth in disadvantaged areas, by: (1) stimulating entrepreneurship and innovation; (2) enhancing formalization of private enterprises; (3) improving financial and non-financial services to MSMEs; (4) integrating MSMEs and entrepreneurs in progressive value chains; and (5) addressing enabling environment policy reform initiatives to facilitate MSME development that is aligned to the Government of Egypt's (GOE) socio-economic development strategy.

SEED provides technical assistance, capacity building, and training to relevant stakeholders and counterparts in order to support the growth of MSMEs and promote entrepreneurship in Egypt. Stakeholders and counterparts include public sector reform champions, universities, BDS providers, mentors, business associations, investors, financial institutions, public organizations, MSMEs, and entrepreneurs. SEED will collaborate with other development partners (donors) and other USAID contractors to take full advantage of synergistic opportunities in achieving results. Special focus will be given to disadvantaged areas and population groups such as women and youth. Youth is defined for the purpose of this activity as individuals who are between ages of 15 and 29 years old.

WORKING RELATIONSHIPS

The Operations and Training Manager reports to the Director of Operations and supervises the Operations and Training Officer.

OVERALL RESPONSIBILITIES

In charge of the efficient operation of FO in compliance with contract provisions, US Government regulations including but not limited to the FAR and AIDAR, and local laws, and will provide all logistical and operational oversight for training and events.

TASKS

- Advise staff on USAID regulations & AECOM policies and procedures on all training and events-related activities, and ensure policies and procedures are strictly adhered to by project staff.
- Update when necessary, office Operations and Training policies, procedures, and manuals as well as Annual Training Plan.
- Meet with technical teams to provide guidance on events budget to ensure that they are accurate and within cost range, and assist them in negotiating events/training related contracts.
- Responsible for working with team leads for submission of monthly cash projection to Finance.
- Serve as liaison person in the implementation of all SEED events from the planning and design phase, through the hiring and management of any STTA support, through meticulous follow-up of action plans, including all pre and post logistics and requirements.

- Responsible for verifying availability of funding for interventions in accordance with the Budget, and closely tracking expenditures against each sub-item, to ensure payments are within Components' budgets.
- Follow-up on contractors' performance and report on acceptance of deliverables for all events and training-related contracts.
- Prepare RFP/RFQ/RFAs and oversee formation and supervision of evaluation committees for Events/Training activities, as needed.
- In charge of establishing and maintaining/extending contracts with hotels in all governorates that SEED works in, as well as Events Venues.
- Liaise with local subcontractors and work with the HO to monitor all subcontracts for events and training.
- Follow-up on contractors' performance and report on acceptance of deliverables for all events and training-related contracts.
- Manage and coordinate logistics for all SEED study tours and events (workshops, conferences, public awareness seminars, roundtables, and training sessions), starting with the Purchase Requisition issuance through invoicing and payment.
- Manage SEED's TraiNet (the USAID official training management software) system and ensure that the TraiNet Operator inputs required data for all events, training programs, and workshops, and perform the VCS Verifier duties as stipulated by USAID rules and regulations.
- Support Director of Operations in auditing & ensuring the completion of all procurement and operation files.
- Establish and maintain soft and hard copy archives of all SEED Project Training materials.
- Responsible for staff safety, security protocols, and compliance with AECOM and USAID safety and security requirements.
- Responsible for SEED and subcontractors' environmental compliance requirements, in accordance with SEED's Environmental Mitigation and Monitoring Plan (EMMP).
- Provide input to the weekly, monthly, quarterly and annual reports.
- Raise issues with DO, DCOP and COP when necessary.
- Maintain a high standard of successful role modeling that reflects enthusiasm, creativity, ethics and professional integrity.
- Perform other duties as required.

QUALIFICATIONS

- Bachelor Degree in Economics, Political Science, Business Administration or related field;
- 5-7 years of relevant work experience providing similar support, preferably in an international office environment;
- Prior experience working on USAID projects, especially in the field of training is highly desirable;
- Proficient with computer applications (Excel, Word, and PowerPoint);
- Excellent written and communication skills as well as interpersonal skills;
- Attention to detail is essential;

- Ability to work well in diverse teams but also productive working individually with minimum supervision;
- Well organized, strong analytical skills, creative thinker, innovative and demonstrated personal initiative.
- Willing to travel to Governorates within Egypt, when required.
