

Position: Education and Training Manager

Location: Washington, D.C.

About Education for Employment

Education For Employment (EFE) is the leading youth employment organization in the Middle East and North Africa (MENA). Our vision is to empower young women and men with skills and opportunities they need to build careers that create a better future.

Operating in the region with the world's highest youth unemployment rates, we pioneered market-driven skills training for youth that links them directly to job opportunities and the world of work. EFE's distinctive model has been recognized as one of the world's most effective social innovations at the World Economic Forum, UN and the World Bank. Arabian Business, The Economist, Harvard Business Review, and many more have praised EFE's work. Read more about EFE's work at www.efe.org.

EFE's Structure

EFE is a network of locally-run, affiliated non-profit organizations working in the Middle East and North Africa. Since inception in 2006, EFE established affiliated non-profit organizations in seven countries in the MENA region (Egypt, Jordan, Morocco, Palestine, Saudi Arabia, Tunisia and Yemen), with global support hubs in the United States, Spain, and the UAE, and a presence in Algeria. Each EFE Affiliate is a locally registered non-profit organization managed by local staff and governed by a local board of directors made up of accomplished professionals and leaders from various sectors.

EFE's global team provide programmatic, fundraising, strategic and capacity building support to its Affiliates. The relationship between the EFE-Global team and EFE's Affiliates in the MENA region is not a "headquarters / field office" relationship, rather, a partnership relationship between independent non-profit organizations affiliated with each other through EFE's global network.

Education and Training Manager Responsibilities

The Education and Training Manager will provide strategic and programmatic support for donor-funded programs, and capacity building and technical assistance for EFE's education and training departments across the Network. EFE is in the process of evaluating its existing training offerings and identifying where new content and delivery methods will best serve the needs of youth in the region. Specific responsibilities of this position include, but are not limited to, the following:

Strategic and Programmatic Support

- Assist in EFE's overall strategic initiatives, and specifically, contribute to creating an updated training and education strategy that aligns with EFE's long-term goals.
- Contribute to projects with a strong education and training focus across the network, including projects funded by government and multilateral donors such as USAID, UNDP, and others.
- Coordinate with the Programs team on education and training initiatives and provide guidance aligned with training and education strategy.

- Collaborate with the Organizational Learning team to ensure education and training initiatives align with the overall M&E strategy.
- Work with senior management to assess and cultivate education and training partners that align with EFE's training and education strategy.
- Contribute to proposal development processes and project reporting across the Network.

Curricula & Training Support and Capacity Building

- Contribute to operationalizing processes for assessing quality of curricula used across the Network.
- Identify and evaluate existing training content that could be leveraged by the Network.
- Synthesize trainee and staff feedback as well as market assessment results to revise existing EFE curricula as needed.
- Provide guidance on methodology and approach for implementing training of trainers across the Network and with EFE partners.
- Oversee development and implementation of both in-person and e-learning content across the Network.
- Collaborate with other Curricula & Training Department staff to advance a communications strategy for training across the Network and to develop of an effective Community of Practice.
- Design a comprehensive staff learning/professional development strategy in consultation with Network and EFE-Global staff and technical leads.
- Collaborate with the Education and Programs Manager for implementation and use of a Learning Management System.

Qualification, Skill and Knowledge Requirements

- Bachelor's degree required, Master's degree in international development, education or related field preferred.
- 6-10 years of experience managing programs and projects related to education or training.
- Proven capacity to design and develop curricula and training materials.
- Knowledge of e-learning and using learning management system platforms.
- Ability to work in a fast-paced environment.
- Experience selecting and working with external vendors.
- Excellent interpersonal and cross-cultural communication skills, and ability to collaborate effectively among multiple stakeholders.
- Excellent oral and written communication skills.
- Ability to be flexible, well-organized and work effectively on a team.
- Knowledge of and/or experience living or working in the MENA region preferred.
- French or Arabic language skills strongly preferred.

Candidates must be authorized to work in the United States without sponsorship.

Compensation: Commensurate with achievement and experience. EFE offers health, vacation and other benefits.

IMMEDIATE OPENING. To apply, please send a cover letter and résumé to employment@efe.org. Please put "Education and Training Manager" in the subject line of your email.

No phone calls please

Education For Employment (EFE) is an equal employment opportunity employer. It is the Foundation's policy to seek out and hire, at all levels, individuals without regard to race, religion, age, color, nationality, sex, sexual orientation, veteran status, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our employment practices.