

**Position: Program Officer**

**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 mission is to create economic opportunities for unemployed youth in the MENA so that they can create a brighter future for themselves, their families, and their communities.

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](http://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.

### **Program Officer Responsibilities**

The Program Officer is a member of the global program team, and reports to an EFE Director. Program Officers work in close partnership with EFE Affiliates in the MENA region and provide programmatic, technical and fundraising support. Given EFE's Affiliate structure, the partnership between EFE's global program team and senior Affiliate staff members is paramount. As the one of the primary points of contact with EFE Affiliates, Program Officers are expected to demonstrate excellent personal, professional and relationship management skills, taking into consideration the context in which EFE Affiliates operate, and their organizational development stage.

As a member of the program team, the Program Officer is also expected to contribute to EFE's overall program development and contribute to and/or manage special projects outside the country specific scope of their responsibilities as needed.

### **Qualification, Skill and Knowledge Requirements**

- Four or more years' experience in program management and implementation in the non-profit or private sectors.
- A Bachelor's Degree in International Development, International Relations, Business Administration or a related field. Master's Degree preferred.

- Outstanding project management skills. Proven ability to set priorities, work independently and take initiative, manage multiple projects and meet deadlines.
- Excellent writing skills. Demonstrated ability to draft proposals, reports, and results of research or other organizational documents with minimal supervision.
- Strong communications and interpersonal skills. Ability to professionally engage and work with key EFE stakeholders in various settings including affiliate leadership and staff, donors, peer organizations and other key stakeholders in the US and the MENA region.
- Experience managing staff and working in a team oriented manner to achieve program objectives.
- Arabic language fluency required.
- Middle East & North Africa regional expertise required, with Arab Gulf experience strongly preferred.
- Availability and willingness to travel to the MENA region as necessary to advance EFE's objectives (approximately 20% travel anticipated; contingent on COVID-19 restrictions).

**The following qualities are essential to all applicants:**

- High energy individual who demonstrates flexibility in work priorities, capable of multi-tasking and operating efficiently and effectively across multiple areas of responsibility.
- Ability to thrive in a fast-paced, entrepreneurial environment and has a "do what it takes" mentality in order to achieve EFE's objectives.
- Demonstrated capacity to exercise independent judgment and sound decision-making in the midst of diverse and complex organizational environments.
- Flexibility and willingness to take initiative.
- Strong team orientation, relationship-building and negotiation skills, and ability to collaborate with diverse groups of people.
- Quick learner and self-starter with a high degree of intellectual curiosity.
- Positive energy and attitude.
- A passion for EFE's mission.

This is a full time position based in either the MENA region or Washington, DC. If based in the United States, candidates must be authorized to work in the U.S. without sponsorship.

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

IMMEDIATE OPENING. To apply, please send a cover letter and résumé to: [employment@efe.org](mailto:employment@efe.org). Please put "Program Officer" 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.