



## **Role, Purpose & Responsibilities Head of Entrepreneurs Recruitment & Support**

### **GIMED Background**

GIMED is an ENI CBC MED (EU funded) project which aims at advancing the state of eco-innovation in Egypt and other Mediterranean cities participating in the Project. Annex 1 of the is ToRs present and overview of GIMED. The full description of project activities and outcomes are part of the ToRs and will be a key reference to the Head of Entrepreneurs Recruitment.

The three building blocks of the ABA's implementation approach of GIMED Egypt are:

- A. Implementing an online/offline process of recruitment of the entrepreneurs targeted by the GIMED, managing delivery of coaching & mentoring to them and offering support through stages of application screening processes till grant award.
- B. Building and engaging community of entrepreneurs, civil society leaders, media leaders & relevant stakeholders to collaborate with GIMED to leverage resources in support of entrepreneurs.
- C. Compiling and disseminating a report of lessons learned on how to improve the eco-innovation and start up ecosystem.

ABA IS an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin or disability status."

### **Purpose & Responsibilities**

The Head of Entrepreneurs Recruitment will report to the GIMED Egypt Project Leader and will have the following goals and responsibilities

1. Second & Third round recruitment of up to 25 ideation stage entrepreneurs and 25 start ups to participate in the calls for innovation; then the screening of 20 & 20 respectively to complete the full cycle till investment pitching & award of GIMED grants as described in the GIMED project document.
2. Implementing a selections process to ensure sound outcomes, meeting KPIs and best quality entrepreneurs with highest chances of success.
3. Support the organization with the GIMED team the delivery of top quality group and one on one coaching to the recruited idea stage and start ups in the fields specified by the GIMED project document.



4. Identify gaps in and ideas for the improvement of the eco-innovation and start up ecosystem.
5. Monitor and evaluate the GIMED process throughout.
6. Prepare periodic progress reports as needed by the project

### Tasks

**All tasks below will be performed inline with the communication and process guidelines of the GIMED Project – please familiarize yourself closely with it by reading the GIMED Egypt project agreement.**

1. Prepare a timeline for recruitment activities including activities on social media platforms built by GIMED and material for calls for proposals
2. Prepare documentation for the awareness building material and calls for proposals throughout the project
3. Organize with the support of online and offline events to engage stakeholders, promote GIMED and generate knowledge relevant to GIMED activities.
4. Collaborate with the Head of Eco-innovation Community in building recruitment channels to most promising communities of ideation and early stage ventures
5. Collaborate with the Head of Eco-innovation Community in building recruitment channels to green finance communities
6. Collaborate with the Head of Eco-innovation Community in organizing all online and offline events
7. Generate digital content to raise awareness of the opportunities presented by the GIMED Project and on GIMED project activities to be disseminated on the GIMED social media platform
8. Prepare monthly briefings and quarterly reports on the state and progress of recruitment of the 2 cohorts entrepreneurs
9. Prepare a lessons learned report with recommendations for advancing and upgrading the green innovation ecosystem in Egypt

### Qualifications

The GIMED Head of Entrepreneurs Recruitment and Venture Support Manager will have to following minimum qualifications



- Minimum 5 years' professional experience in managing projects
- Strong familiarity with start up and entrepreneurship ecosystem in Egypt
- Skilled in the use of social media and content creation
- Excellent organization and follow up abilities
- Gender and diversity sensitivity as one of the required skills/qualifications for the role.
- Excellent writing skills in Arabic and English
- Strong ability engage with leaders in business, government, academia, media and civil society
- Good working skills in using project management software and Office 365
- Leadership, initiative taker, critical thinker and self-driven
- Experience implementing and managing donors' projects
- Articulation skills in Arabic and English

Candidates should please submit their CVs before 30 June 2021 by email [gimedegypt@gmail.com](mailto:gimedegypt@gmail.com)

Selected qualified candidate will be presented with an offer immediately upon completion of the evaluation

The selected candidate will to sign a one year renewable contract including an NDA and will be given the

- Full technical proposal
- Project agreement
- Project Implementation manual