



Job Description

About FabircAID

FabricAID is a social enterprise founded in 2017 with an aim to establish a socially and environmentally conscious value-chain for the apparel industry. Our circular model increases the efficiency of second-hand clothes collection, sorting, and distribution while reducing fabric waste predominantly by offering decent clothing at extremely affordable prices to marginalized communities.

Products and Services:

- Clothing Collection: collecting clothes from NGOs, clothing collection bins, youth competitions, home pick-ups, partnerships, and diaspora mobilizations.
- Sorting Facility: Grading, sorting, and baling clothes and fabrics.
- Souk el Khlanj: Selling second-hand donated clothes in retail for less than 1 USD per item.
- Second Base: Selling vintage and thrift second-hand clothes in retail.
- Souk Okaz: Retail concept where people can buy and sell second-hand clothes.

Currently FabricAID is expanding its operation into Egypt and is on the hunt for a brilliant and motivated country manager to lead this endeavor.

General Information

Job Title	Country Manager
Reporting to	General Manager
Location	Cairo, Egypt
Working days	Sunday to Thursday from 9:00 am to 6:00 pm
Main Focus	Starting-up and managing all of the company's operations in Egypt



Work Relations and Reporting Process

The Country Manager is the overall representative of FabricAID in Egypt, responsible for all legal, operational, financial, strategic, and administrative aspects of FabricAID. The country manager shall take the lead on launching and driving the expansion of FabricAID in Egypt which includes developing strategy, establishing appropriate management systems to sustain growth, foster partnerships, and report back to the headquarters. S/he shall ensure the successful operation and implementation of FabricAID shops and projects, taking responsibility for sound project management, million-dollar-plus budget, raising funds, and taking part in recruiting and leading a large team.

S/he will work closely with the holding's general manager and other managers at the company's HQ located in Beirut, Lebanon.

Duties and Responsibilities

a. Design and oversee the growth and expansion of FabricAID

- Ensure proper resourcing and financial security to meet immediate projects and planned strategic direction in upcoming years
- Prepare and execute annual implementation plans for current and new projects in line with the evolving strategy and FabricAID proposals
- Develop and implement measures to ensure reaching financial targets
- Ensure effective evaluation is implemented across FabricAID shops and oversee a continual improvement in assessment and communication of impact
- Implement, plan, monitor, and report all current and potential FabricAID projects
- Collaborate with the Fundraising Manager in Lebanon and take part in the design of new proposals and play a lead role in mobilizing funds through negotiating with donors and investors
- Lease with the marketing team on activations and promotional endeavors

b. Build and maintain effective relationships in support of FabricAID.

- Ensure that FabricAID is known as a leader in the second-hand clothes market and retail field
- Sustain existing and develop new working relationships with a range of partners, collaborators, including civil society, local and national government and the private sector as well as the international community



- Follow required protocol, develop timely and appropriate agreements with relevant local government officials in areas of operation and ensure good relationship and transparency with all government authorities
 - Maintain a fruitful relationship with all FabricAID staff
- c. **Manage internal systems, staffing, and procedures at the Egypt office**
- Be ultimately accountable for the sustainability of FabricAID in Egypt
 - Oversee and conduct spot checks on accounting and finance functions in the Egypt office
 - Ensure robust systems, policies, and procedures are in place
 - Undertake timely and accurate annual budgeting, forecasting, and business planning
 - Ensure partner financial management and reporting is properly managed
 - Ensure that staffing needs are met, by recruiting people with the right talents, skills, experience, and cultural fit
 - Ensure compliance with relevant Egyptian laws including taxation and employment law
 - Additional accounting duties as needed

Qualifications and Requirements

- Nationality: Egyptian
- Years of experience: Between 8 and 12 years
- Experience in managing large teams.
- Strong background in retail, fashion, operations, and social impact.
- Strong and inspiring facilitation skills; participatory planning and leadership.
- Experience in partnership management and development.
- Capacity to interpret trends and events impacting FabricAID.
- Ability to make good judgment calls on complex issues and decision.
- Report-writing and editing skills (English and Arabic).

Summary Terms and Conditions

Salary range	USD 2,500 - USD 3,500
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Working hours	The working schedule is flexible at FabricAID, but for such delicate positions, candidates are expected to perform beyond the traditional 9:00 to 6:00 work schedule.
Requires Travel	To headquarter in Lebanon and to UAE office

Responsibilities Related to Internal Control System

The organization's internal control system is comprised of a set of rules, policies, and procedures that FabricAID implements to provide reasonable assurance that:

1. Its financial reports are reliable,
2. Its operations are effective and efficient,
3. Its activities comply with applicable laws and regulations.

The organization's board of directors, management, and all personnel are responsible for the internal control system. Thus, the Country Manager is also responsible for ensuring internal control and non-compliance will result in direct dismissal.

Confidentiality

All documents are confidential and will not be shared with any third party.

Job Application

Interested candidates are asked to send an updated CV and a cover letter expressing their interest and qualifications to **Ms. Jana Oueini the HR Manager** at the following email address: **jana@fabricaid.me**

Please mention the position title in the subject of your email.