



NAHDET EL MAHROUSA

Terms of Reference (TOR)

Cairo Program Coordinator – Nile Project

About Nahdet El Mahrousa:

Nahdet El-Mahrousa (NM)¹ is a non-profit non-governmental organization registered with the Ministry of Social Solidarity under registration number 5435 for the year 2003. NM seeks to make a positive impact on Egypt's cultural, economic and social development through incubating social enterprises that work on solving developmental issues in innovative, sustainable and scalable ways. Under its incubator, NM currently incubates several active projects in the areas of youth development, economic development and arts and culture development.

<u>Position Title:</u>	Nile Project Program Coordinator
<u>Position Location:</u>	Cairo
<u>Position Duration:</u>	1 Year Renewable (Project hire)
<u>Report to:</u>	Nile Project Program Manager
<u>Target Start Date:</u>	Oct 2017

About the Nile Project University Program

Building on the success of its Music Program, the Nile Project has launched its University Program in 6 cities across the Nile Basin in Fall 2016. These cities are Cairo and Aswan in Egypt, Bahir Dar in Ethiopia, Nairobi in Kenya, Kampala in Uganda and Dar es Salaam in Tanzania. During its first year, the Nile Project University Program will consist of:

1. **Fellowships for 24 student leaders at 6 partner universities:** This unique 12-month fellowship is designed to provide exceptional students with transformative opportunities and learning experiences at the intersection of environmental sustainability, community development, citizen diplomacy and conflict transformation.
2. **6 Nile Project Clubs at partner universities:** Each Nile Fellows cohort will establish a University Chapter on their respective campus to offer a suite of activities that inspire Nile learning, explore environmental solutions to Nile challenges, and facilitate student collaborations across the Nile Basin.

6 Nile Project Communities: The Nile Project will work with faculty advisors and local partners to identify communities where university students can design and implement projects focusing on food sustainability. These community-based projects will provide students and community members with the opportunity to develop innovative solutions that can then be scaled across the Nile Basin

Job Summary:

The Program Coordinator is responsible for the implementation and coordination of all Nile Project University Program activities in Cairo including those of the Nile Fellows, University

¹ NM (<http://www.nahdetmasr.org>) is an Egyptian Non-Governmental Organization (NGO) registered with the Ministry of Social Solidarity (MoSS) under number 5435 for the year 2003.

Nahdet El Mahrousa

NGO Registered with the Ministry of Social Solidarity, Registration # 5435 in 2003
17 Kasr El Nil st., Talaat Harb square, Downtown, Cairo, Egypt

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www.nahdetelmahrousa.org



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Chapters, and Partner Communities. The Program Coordinator will report to the Nile Project University Program Manager and will act as the main contact between the Nile Project team and facilitators or experts in Cairo.

Specific Duties & Responsibilities:

Responsibilities include, but are not limited to, the following:

Program Management:

- Develop and maintain a detailed project plan for implementation of project activities in Cairo
- Partner with the University Program Manager to ensure the timely implementation of planned programs and activities in Cairo
- Research community needs in Cairo and design training modules for students accordingly
- Coordinate the curriculum and content development of the program activities in Cairo with field experts
- Assist in designing corresponding evaluation frameworks
- Oversee the implementation of activities in Cairo
- Work with other program leads to ensure cohesion of cross-cutting Nile Project activities.

Finance:

- Ensure strong fiscal responsibility and accountability
- Calculate required budget for relevant planned activities
- Provide the Program Manager with the required procurement documents for expenses
- Implement the procurement process for activity related expenses
- Contract service providers and make purchases based on quality and quotations received

M&E and Reporting:

- Prepare monthly and quarterly progress reports for the PM; based on developed indicators;
- Review and monitor field operations and implementation of activities and achievements of results as detailed in the annual operation plan;
- Additional relevant responsibilities and tasks as they arise .

Qualifications & Experience:

The ideal candidate will fit the profile below, however we are open to consider strong candidates with alternative profiles such as business, CSR, or education backgrounds.

Education

- Relevant university degree . .

Experience

- At least 2 years of relevant working experience preferably in the field of development and community mobilization;
- Demonstrable experience in leading university-level clubs or extracurricular programs
- Good understanding of Nile environmental, political, and cultural landscape
- Education and / or practical experience in water, food, or environmental sustainability

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- Experience in report writing and developing program documents and work plans;
- Basic knowledge of general accounting rules & regulations in Egypt;
- Track record of successful program management, monitoring and evaluation;
- Experience in volunteer programs and NGO work in Egypt;

Skills and Languages:

- Excellent oral and written communication skills with the ability to write and speak persuasively;
- Excellent English and Arabic writing skills;
- Excellent computer skills, especially experience of Excel;
- Highly organized and able to meet tight deadlines;
- Excellent research and analytical skills;
- Excellent communication, negotiation and partnership building skills;
- Excellent leadership and team building skills;
- Capable of multitasking and prioritizing;
- Ability to work with multi-stakeholders and partners.

Travel Requirements: Some travel to Aswan is required.

Salary: A competitive package will be offered to selected candidate.

If interested please send your resume and cover letter to rannia.elsayed@nahdetelmahrousa.org by September 21st 2017

NM is an equal opportunity employer.

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