



NAHDET EL MAHROUSA

## Terms of Reference (TOR)

### Program Manager – Nile Project

#### **About Nahdet El Mahrousa:**

Nahdet El-Mahrousa (NM)<sup>1</sup> 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.

<b><u>Position Title:</u></b>	Nile Project University Program Manager
<b><u>Position Location:</u></b>	Cairo
<b><u>Position Duration:</u></b>	1 Year Renewable (Project hire)
<b><u>Report to:</u></b>	Director of Partnerships
<b><u>Target Start Date:</u></b>	October 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 Manager will be responsible for overseeing the implementation of Nile Project university activities including the Nile Fellowships, University Chapters, and Nile Project

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<sup>1</sup> 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.

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**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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Communities. The program manager will be the main point of contact for all University Program staff and partners in Egypt.

**Specific Duties & Responsibilities:**

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

***Program Management:***

- Supervise, monitor and evaluate the implementation of activities and provide constant reports to the Program Director;
- Support and follow-up on the implementation of program activities in accordance with program proposal and activities timeline;
- Conduct field visits as necessary to monitor program implementation
- Manage relationships with university and program partners
- Oversee monitoring and evaluation of the program ensuring achievement of program indicators;
- Supervise program/university coordinator in handling all logistics of workshops, events, meetings, including invitations, material, minutes, etc;
- Work with NM communication team on external communication activities (both online and offline) related to University Program
- Additional relevant responsibilities and tasks as they arise.

***Finance:***

- Handle program finances and budgeting.
- Ensure strong fiscal responsibility and accountability
- Work closely with NM Program Manager and Director of Partnerships on budget decisions and monitoring financial flows
- Manage external relations including vendors and contracts

***HR Management:***

- Manage project team by offering guidance and support;
- Responsible for planning, organizing, and managing duties related to project team recruitment and employee development and training;
- Delegate responsibilities and oversee project staff performance;
- Work on building a sense of belonging and ownership among project team, ensuring team cohesion, communication and efficiency
- Encompass, motivate, and guide project team to implement all tasks in the best possible ways.

***M&E and Reporting:***

- Prepare monthly and quarterly progress reports for the donor; 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.

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### **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. A Masters degree in a relevant field is an asset.

#### ***Experience***

- At least 5 years of program planning, management and coordination experience;
- 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
- Experience in report writing and developing program documents and work plans;
- Experience in managing program budgets and maintaining financial control;
- Financial reporting requirements a plus;
- 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;
- Entrepreneurial and will do what it takes to achieve desired results
- 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](mailto:rannia.elsayed@nahdetelmahrousa.org) by September 21st 2017

*NM is an equal opportunity employer.*

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