

VACANCY NOTICE:

PROGRAM MANAGER

The Friedrich-Ebert-Stiftung announces the immediate opening of a new Program Manager position.

Experienced and enthusiast candidates, displaying strong conceptual skills, vigor and creativity, and keen to give their best for shaping our sustainability projects, are encouraged to apply.

1. Context

The Friedrich-Ebert-Stiftung (FES) is a German non-governmental, non-profit institution and committed to the ideas and basic values of social democracy. With its projects in over 100 countries, the FES supports building and strengthening civil society and public institutions. The FES Egypt Office cooperates with local partners in the areas of socio-economic development, environment and sustainable development, empowerment of youth and participation of women, and international cooperation and dialogue.

2. Job Purpose and Responsibilities

Under the responsibility of the Resident Representative, the Program Manager contributes to the definition of areas of intervention and strategies of the FES Egypt Office. The Project Manager:

- Conducts research and works on themes promoted by the FES;
 - Proposes intervention strategies and develops partner relations and networks;
 - Contributes to the development of the annual program of activities;
 - Manages and facilitates the implementation and course of activities of the FES in cooperation with local and international partners;
 - Evaluates the terms and conditions of implementation of activities and monitors their results and impact, seeks continuous improvement, and prepares follow-up strategies.
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3. Related Tasks and Duties

As part of these responsibilities, the Program Manager:

- Analyses the political, social and economic situation and developments, prepares reports and proposes activities to implement according to the Foundation's overall strategy and objectives, as well as suitable partners and relevant target groups;
- Moderates information meetings, conference panels, discussion-rounds and debates and facilitates workshops and training sessions of both, physical and virtual nature, in English or Arabic, in Egypt and abroad;
- Identifies topics for research, trainings and debate and participates in elaborating activity programs as well as preparing, writing, editing and disseminating of articles, presentations, training material, handbook and other suitable publications;
- Opens and maintains the dialogue with potential partners of the Foundation and assesses their capabilities and the relevance of their contribution with regard to the aims and objectives of the Foundation;
- Identifies multipliers, trainers and experts that could contribute to FES activities and proposes them to the Resident Representative;
- Ensures the adaptation and continuous consolidation of methods and instruments participates in the conceptualization of pedagogic tools;
- Manages the implementation of project strategies and activities in terms of elaboration of contents, coordination of the assigned project staff, and follow-up of the logistical modalities of implementation; this includes the management of allocated project and activity budgets according to the current FES norms and regulations;
- Assesses the results and costs of the Foundation's activities and prepares activity reports according to the current standards and requirements of the Foundation;
- Establishes working relationships with government departments and other official bodies at national and local level, and, in the framework of precisely defined activities, international level.
- Performs any other tasks that may be assigned by the Resident Representative.

4. Required Profile

Holder of a university degree (equivalent to MBA or higher) and minimum 5 years of relevant professional experience, preferably with a background or specialization in environmental and climate policies, renewable energies and sustainable development, meeting more specifically the following criteria:

- Bilingual or fluent in both, spoken and written English and Arabic; knowledge of German would be an additional asset;
- Of integrity, communicative and loyal;
- Team-player, good networker, social;
- Well-rounded, strategic, realistic and open-minded;
- Having a vision for the future of the country, its political, economic and socio-cultural development;
- Well informed and connected within societal movements and networks;
- Showing a fable for pedagogy and teaching;
- Able to take stances, to negotiate and defend positions;
- Displaying excellent analytical skills and very good editorial capacities;
- Able to work under pressure;
- Having sound working knowledge of ITC technologies (related software, email, the internet) and computer applications (e.g. MS Office)

- Willing to up-skill as required by the assigned tasks, with corresponding measures being agreed upon with the management;
- Willing to travel within Egypt and abroad.

5. Other Conditions

Kindly note that only Egyptian citizens can apply for this position!

- Status: local employee with fixed-term contract
- Beginning: February 2019; a probation period of six months applies.
- Duration: commitment for 2 years (extendable).
- Salary: depending on the candidate's profile and experience.
- Location: FES office in Cairo, with frequent travel within Egypt and occasionally abroad.

6. Contact

Kindly send your comprehensive application, comprising resume with recent photograph and letter of motivation (including information on expected salary) by email only to the following address:

recruitment@fes-egypt.org

Please note that incomplete applications with missing or inaccurate information cannot be considered. Please do not apply if you do not meet any of the key criteria, or in case you cannot attend the written assessment, scheduled to take place on **Saturday, January 12th**.

In case you do not hear from us within a week after the deadline of your application, the latter has not been shortlisted for assessment and subsequent interview. Only shortlisted candidates will receive an invitation to participate in the written assessment (**January 12th**), and some selected candidates will be invited to attend an interview (**January 13th and 14th**).

The deadline for application is **Saturday, January 5, 2019**.