



**EGYPT- Vacancy announcement n. 3**  
**N.4 Field Coordinators**

**Project: “Developing the Handcrafts Skills and Enhancing the Economic Status of Women in Upper Egypt”, WEE project**

**SUMMARY**

The CIHEAM Bari, Italian body of CIHEAM (International Centre for Advanced Mediterranean Agronomic Studies) intergovernmental organization having its HQs in Paris, publishes a vacancy in the framework of the project above for **Four Field Coordinators** with experience in rural project (handicraft/ agriculture). The applicant of the project is the Ministry of Agriculture and Land Reclamation and it is executed by CIHEAM Bari, jointly with the Executive Agency for Comprehensive Development Projects. Egypt is a fully fledged member of CIHEAM since 12 May 1986.

The project is operating in Upper Egypt and specifically in the governorates of Fayoum, Assyut, Sohag and Aswan. The activities of the project will be carried out in these areas as well as in Cairo. The main activities of the project are:

**Support to women’s micro-enterprise and small initiatives:** In different sector, food / no food production and services as well. The proposed intervention is specifically calibrated on women (individual and/or groups), and through its specific activities, it will support women, especially young women, to access to their economic and social rights, to express and develop their knowledge, skills and talents and thus improve their living conditions and those of their families.

**Raising women awareness with sustainable technical knowledge and tools** Including financial support, to improve their social and economic condition by the creation and management of new or existing micro-enterprises and small income generating activities, access to credit and micro-credit. At the end of the project beneficiaries will acquire the skills and the knowledge to access to specific opportunities for establishing microenterprise and small economic activities managed and maintained by them (self-employment).

**Promotion and dissemination**

Promotion and dissemination activities inside and outside of Egypt

**Duty Station:** Fayoum, Assyut, Sohag, and Aswan, with travel to Cairo

**Duration:** 12 months with possibility of renewal up to the end of the project.

**Age:** maximum **30 years old**

**Description**

Egyptian candidates (university graduate) with at least 2 years of experience in rural projects (handicraft/ agriculture) in Egypt and with high expertise in trainings, excellent English language knowledge. They will support the CB to be delivered towards women beneficiaries in the field for the establishment and enhancement of newly formed and existing women groups and build management capabilities in running activities/businesses. Excellent communication and project reporting skills (Arabic and English). Excellent social abilities with regard to establish positive and fruitful relations and networks, especially in complex socio-economic scenarios, preventing any conflict with local communities. A demonstrable competence in Participatory Rural Appraisal is appreciated.

CIHEAM Master degree will be considered an asset.

**Nationality:** Egyptian

**Languages:** Arabic, (Mother tongue).

English both written and spoken (B1 European level).  
Italian language is considered as an additional asset.

## 1. Obligations and responsibilities

The Field Coordinator will report to the international and national project Coordinator and he/she will work to perform the following tasks:

1. Coordinate the field activities.
2. Ensure that all activities in the field are properly documented, including hours of training and meetings/assessment, list and signatures of participants, activities outputs.
3. He/she will develop monthly reports for the activities implemented at field level and work closely with documentation process.
4. Assure the coordination with local technical experts from the EACDP and MALR.
5. Develop monthly plan for the project activities and collect data and provide reports for project events.
6. Support in the organisation of meetings and workshops as requested by the CB and Gender officers particularly concerning logistical aspects (transportation, stationery, materials, photocopies, refreshments, etc.).
7. Keep records and archive of the above meetings and workshops (hours of training, list and signatures of participants).
8. Keep records of all project outputs and data resulting from the project field activities.
9. Facilitate the monitoring and evaluation process in the field.

## 2. Requirements

At the moment of submission the candidate must own the following:

- Degree in Agriculture Science or Economics, or Sociology.
- Previous experiences in the Project's Governorates areas, working with women and Income generating Activities
- Good understanding of community, institutional and government roles and responsibilities;
- Skills and experience in integrated rural development/ community development projects in Upper Egypt ;
- Familiarity with local agricultural, small enterprise and other livelihood systems;
- Experiences in implementing community/ integrated development projects in Upper Egypt;
- Excellent communication and adaptation skills, group working, fast problem findings and solving, autonomy, decisional capacity, intuition, flexibility.
- Full availability to travel all over the project sites Experience with human dimensions of community development and management, experience in working in a multi-dimensional and multi social environment;
- Good analytical skills and an ability to provide practical and sound advice on rural development issues;
- Working Knowledge of English
- Good skills in writing and preparation of reports
- Computer skills: excellent knowledge and use of main softwares such as electronic sheets, excel, PowerPoint, typing.

Qualified female applicants are encouraged to apply

## 3. Working Experience

- 2 years of experiences in project development.

## 4. Candidature dossier

The following documents are required:

- CV in European Format (PDF format only) in **English** language, duly signed and including civil status (married/single), picture, description of academic and professional recognitions and academic/cultural titles according to the enclosed format. Other formats shall be rejected.
- A letter of presentation and motivation duly signed (PDF – Times New Roman 12 – 1 page A4) stating the sentence: **"I declare to be ready to join the project immediately after completion of contractual procedures depending on work plan approval"**

- Photocopy of a valid ID
- Photocopy of valid Passport
- Copy of Driver License
- Photocopy of Master/PhD Certificate

### **5. Selection procedures**

Applications will be screened and preliminary evaluated by the project management unit. Successively only shortlisted candidates will be invited to have an interview at Project headquarters in Cairo.

During the interview, competences and skills as well as experience, language, Computer and PowerPoint Presentation skills will be evaluated.

The Commission will submit to CIHEAM Bari direction the final evaluation for definitive approval and contracting.

Assignment will be on annual basis and will be formalized in conformity with CIHEAM Bari rules and financial regulations.

Salary will be in EGP. The compensation will depend upon qualifications and experience of the selected candidate.

**Application dossiers may be sent not later than 23.59 pm 08<sup>th</sup> June 2016 (Italian time) only through to the following electronic mail:**

[dpalermo@iamb.it](mailto:dpalermo@iamb.it)

The candidature dossier is composed of:

- European Format CV , duly signed and scanned (pdf);
- Motivational letter in English language (max 1 page A4, Font Times New Roman n.12), also signed (pdf) and the following sentence must be stated “the candidate states to be fully available to assume immediate functions to work in the project’s areas in case will be selected” ;
- Valid ID photocopy duly signed.
- Valid Passport photocopy duly signed
- Driver license copy

Subject of the e-mail will be:

**Vacancy announcement n.3  
“N.4 Field Coordinators – WEE Project.”**

### **6. Safeguard clause**

**CIHEAM Bari** may not go through the assignment procedure for opportunity reasons discretionally evaluated. This assignment is on a temporary basis, submitted to periodically monitoring and shall not consist in a permanent job neither within CIHEAM Bari nor within the project itself.