

JOB OPPORTUNITY SUMMARY

Post Title: FEMISE (Sr.) Programs Officer

Responsible for coordinating FEMISE programs/projects and may be engaged in some research activities.

Contractual institution: The Economic Research Forum (ERF)

Location: Economic Research Forum office, Cairo, Egypt

Position type: Full-time

Starting date: As soon as possible

Qualifications: Masters (MA) in Economics or relevant social science

Experience: 5-7 years

Language(s): English, French and Arabic

Deadline: 20th of February 2022

To apply: Please submit your CV with a cover letter to: ahagopian@erf.org.eg

Please put the following subject in the your email: **Submission for Programs Officer**

See below for more details.

JOB DESCRIPTION AND REQUIREMENTS

Post Title: FEMISE (Sr.) Programs Officer

Reports to: FEMISE General Manager

About FEMISE

FEMISE is a network that gathers more than 100 members institutes from the EU-Med region and is formally established since 2005. The FEMISE headquarters is in Marseille, France. The President of FEMISE is the Economic Research Forum (ERF) in Cairo, Egypt. Currently, all FEMISE staff members are contracted by ERF in Cairo.

FEMISE aims to promote dialogue between North and South of the Mediterranean, conduct policy oriented research in priority areas for the region and disseminate the outputs to the different stakeholders (<https://www.femise.org>).

Main Duties and Responsibilities:

Responsible for coordinating FEMISE programs/projects and may be engaged in some research activities.

More concretely, the job responsibilities include:

1. Coordination:

- The overall coordination of the designated FEMISE programs and/or projects, ensuring they are efficiently implemented and achieving their objectives.

- The execution of the programs activities, ensuring timely and efficient delivery of outputs, following up on deadlines, and performing all necessary organizational tasks that ensure the completion of the related activities.
- Communicating (in English and French) with members, researchers, partners, policy makers, donors or any other relevant institutions and individuals in the context of the programs/projects.
- Performing administrative tasks regarding preparing programs/projects' contracts, including sending out contracts, follow-up on deliverables and scheduled payments, in coordination with the General Manager.
- Participating in the preparation and the execution of the dissemination and communication strategy for the projects' outputs.
- Preparing, coordinating and designing the projects' related events, such as meetings, seminars, workshops, conferences...etc. In addition to any other events as required.
- Managing, whenever relevant, competitions, including preparing calls for papers, calls for policy briefs, etc. and coordinating the review process and the implementation of the full cycle including contractual arrangements, deliverables and publications.

2. Research:

- Undertaking research assignments, this includes but not limited to: preparing literature reviews and other relevant background research whenever required.
- Revising and editing research reports and policy notes when required.
- Assisting the General Manager (and relevant committees) in designing the FEMISE research agenda and preparing background material for their work.
- Contributing to FEMISE reports, policy briefs and any other publications as required.

3. Fund Raising:

- Preparing materials and notes supporting the fundraising activities as requested by the General Manager.
- Participating with the General Manager in drafting and coordinating projects' proposals in response to open calls or to develop thematic proposals.
- Participating and/or organizing meetings with potential donors as part of the Fundraising strategy.

4. Reporting on Activities:

- Preparing reports on the programs/projects activities as required by the donors.
- Preparing presentations and/or notes about the projects when required.
- Preparing write-ups on programs activities for Communication on the activities including but not limited to FEMISE newsletter, annual report, and other internal documents

Other Tasks:

Perform other related duties as assigned by the General Manager

External Contacts, include but not limited:

- Donor Institutions
- FEMISE members and Partners
- Projects teams
- Subcontracted institutions

- Researchers
- Policy makers

Qualifications Requirements:

- **Education:** A Master Degree (MA) in Economics, Development or a relevant social science field is required.
- **Experience:** A minimum of 5 years of experience in a similar position and related project management activities is required. Experience in undertaking research will be valuable.
- **Languages:** Perfect command of English, French and Arabic languages is required.
- **Skills:** - Management, coordination and communication skills
- **Computer skills:** including handling spread sheets, preparing power point presentations, etc. are required. Knowledge of statistical software (SPSS, STATA, ..etc.) is a plus.

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