



# PROJECTS/PROGRAMME COORDINATOR

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BRITISH EMBASSY CAIRO

**(Employment will be subject to obtaining the appropriate security clearance. Please note that only nationals of UK, EU countries, USA, Canada, Australia, New Zealand are likely to meet this requirement.)**

The Political team at the British Embassy in Cairo is seeking a Projects/Programme coordinator. The main purpose of the job will be supporting the work of the political section of the Embassy through management and administration of a range of programmes and projects.

## **Main Duties and Responsibilities:**

- Dealing with ongoing project management, including stakeholder relations, through direct engagement with implementers. Problem solving will be a key part of this role
- Identifying new projects/partnerships/areas of work. Providing advice and assistance to colleagues and/or external stakeholders on developing new projects and submitting bids.
- Proposing risk management, stakeholder engagement and troubleshooting strategies.
- Financial administration of programme and individual project budgets
- Maintaining constructive relationships with project implementers. Direct engagement with a wide range of external and internal stakeholders.

This is a busy and interesting section of the Embassy.

## **Ideal Candidate will have:**

- A degree in a relevant discipline
- Project and programme management experience
- Experience in financial reporting and relevant IT packages
- Excellent administration skills
- Excellent organisational skills
- Ability to work under pressure
- Minimum five year's experience of working in a related field
- Fluency in English and Arabic
- Excellent written English and verbal communication skills;
- Knowledge of civil society, religious movements and political parties in Egypt
- Proactive team-working;
- The ability to build a good network of contacts.

## **To Apply:**

Applications for this vacancy should be sent to the HR Administrator at the British Embassy, Cairo no later than **4<sup>th</sup> December 2011**. Applicants must send an up-to-date Curriculum Vitae and a covering letter providing evidence of the required skills and experience as well as your recent salary along with your salary expectations. Please include your email address.

Human Resources Administrator  
British Embassy  
7 Ahmed Ragheb Street  
Garden City  
Cairo

Electronic applications should be sent to [BritishEmbassyCairoVacancies@fco.gov.uk](mailto:BritishEmbassyCairoVacancies@fco.gov.uk), APPLICATIONS SENT TO OTHER EMAIL ADDRESSES WILL BE DISCARDED.

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<http://ukinegypt.fco.gov.uk>*