

إعلان

تعلن جامعة الإسكندرية عن فتح باب التقديم لشغل الوظائف التالية بمركز تميز المياه
بالجامعة Alexandria Water Resilience – Center of Excellence :-

Administrative Assistant
Data and Information Specialist
Grants and Contracts Specialist
Communications & Outreach Officer
Senior Accountant

مساعد إداري
أخصائي معلومات وبيانات
أخصائي عقود ومنح
مسئول التواصل والعلاقات الخارجية
كبير محاسبين

تشتمل الإعلانات المرفقة كافة شروط لتلك الوظائف
المستندات المطلوبة :-

- ١) سيرة ذاتية تفصيلية للمتقدم.
 - ٢) بيان حالة وظيفية معتمد للمتقدم.
 - ٣) ثلاث خطابات تزكية ممن لهم صلة بالمتقدم.
 - ٤) رؤية شخصية للمتقدم في حدود ٣-٤ صفحات تشتمل على رؤية المتقدم في كيفية إسهامه في تحقيق أهداف المركز، مع وضع تصور لإستراتيجية للتمويل الذاتي للمركز ضماناً لإستدامته بعد إنتهاء المشروع.
 - ٥) عرض تقديمي PowerPoint في حدود عشرة دقائق للعرض على لجنة التقييم.
- تقدم المستندات في صورة ورقية ورقمية للأستاذ/ أحمد سليمان - بمكتب السيد الأستاذ الدكتور/ نائب رئيس الجامعة لشئون التعليم والطلاب بمبنى إدارة الجامعة بالشاطبي من اليوم ويغلق باب التقديم يوم الخميس ١٨ فبراير ٢٠٢١ الساعة الثانية عشر ظهراً.



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Position Title:	Administrative Assistant		
Department:	Center of Excellence for Water, Alexandria University		
Reports To:	Director, Center of Excellence for water	Deadline for Application	

1- JOB PURPOSE:

The position holder provides administrative support and assistance to the COE Director with professional standards, playing an essential role in keeping the workflow running smoothly.

2- RESPONSIBILITIES AND TASKS:

- Develop positive relationships and communications with professional organizations, offices and external agencies;
- Handle Director's correspondence (e-mail, memos, external letters, etc.)
- Coordinate all logistics for project events including, booking venues, catering, setting of venues, security approvals
- Coordinate meeting agendas and ensure all concerned parties are aligned, record and document meeting minutes and circulate to attendees
- Responsible for contacting outside organizations and arranging/confirming dates for meetings.
- Provide limited administrative support to all units/partners reporting to the Director/Director: travel arrangements, staff leaves...etc.;
- Maintain a database of mailing addresses, phone numbers and addresses for stakeholders
- Prepare background briefings, agendas, minutes and related correspondence for meetings
- Maintain and process personnel related matters
- Order office supplies and monitor inventory levels of supplies
- Oversee smooth operations of daily department activities such as photo copying, scanning, mail and filing
- Process repair, maintenance and services requests
- Provide general administrative support to other staff
- Create and maintain an efficient filing and record keeping system
- Perform other duties as required

3- JOB SPECIFICATIONS:

o Education:	o Bachelor's degree
o Experience:	o Minimum 5 years of experience in the administrative field, with an experience for International Projects Management
o Skills:	<ul style="list-style-type: none"> o Excellent command of English and Arabic, written and spoken o Excellent interpersonal, communication and administration skills o Excellent time management skills and ability to multi-task and prioritize work o Strong attention to detail and problem-solving skills o Strong organizational and planning skills o Ability to work independently and as part of a team o High degree of confidentiality of personal matters of Executive Management. o Ability to handle multiple tasks simultaneously with prioritization. o Highly self-motivated and able to adapt to change quickly. o Able to translate from English to Arabic and vice versa o Proficiency in MSOffice
o Work Conditions	o Based in Alexandria but could be required to travel to project locations as needed

The American University in Cairo
JOB DESCRIPTION

Position Title:	Data and Information Specialist	Position ID:	
Department:	Center of Excellence for Water	Position Type:	Grant
Reports To:	Executive Director	Number of Reports:	Direct: N/A
			Indirect: N/A
Level:		Approval Date:	

1- JOB PURPOSE:

The holder of this position will be responsible for the analysis of data and information generated from the various activities of the Center of Excellence for Water and to cooperate with the Monitoring and evaluation advisor of the project on information gathering and assessment.

2- RESPONSIBILITIES AND TASKS:

- Collaborate with Monitoring and Evaluation Advisor of the project for data gathering and repository techniques.
- Identify relevant data sources; gather information through surveying and research.
- Design survey and collection methods.
- Work with the M&E advisor of the project to build and maintain multiple databases.
- Prepare internal and external summary reports.

3- JOB SPECIFICATIONS:

o Education:	o Bachelor's degree in quantitative or technical field
o Experience:	o Minimum three years of experience in market research and analysis
o Skills:	<ul style="list-style-type: none"> o Solid data experience, including collection, design and analysis o Must know various statistical analysis tools (SPSS, R, etc.) o Programming knowledge a big plus o Proficient with Office Suite, especially PowerPoint o Excellent communication skills o Capable of presenting technical information to varying audiences o Works well under pressure with minimal supervision o Keen eye for detail o Proficiency in spoken and written English and Arabic is a must. o Strong communication and interpersonal skills. and ability to articulate clearly verbally and in writing
o Work Conditions	o Based in Alexandria, Egypt but will be required to travel to project locations as needed

The American University in Cairo
JOB DESCRIPTION

Position Title:	Grants and Contracts Specialist	Position ID:		
Department:	Center of Excellence for Water	Position Type:	Grant	
Reports To:	Executive Director	Number of Reports:	Direct:	N/A
			Indirect:	N/A
Level:		Approval Date:		

1- JOB PURPOSE:

The holder of this position will be responsible to follow up on the full life cycle of all future research, education consultation, and exchange projects of the center of Excellence for Water, including identification of funding sources, proposal submission, contract negotiation, sub-award issuance, and post-award administration (both financial and non-financial)

2- RESPONSIBILITIES AND TASKS:

- Guides and facilitates faculty and staff of Alexandria University and the Center of Excellence for Water in the development and preparation of research proposals, contracts, sub-contracts, and agreements, to include budgets, documentation, and interpretation of funding requirements.
- Analyzes and evaluates running research contract and grant budgets for correct calculation of expenditure categories.
- Prepares required acceptance documentation obtains official Alexandria University signatures, and recommends approval or rejection of deviations from contract specifications.
- Coordinates with receipt of awards and contract for documentation; maintains proposal and funding records in database systems, and prepares scheduled and special reports, studies and analyses.
- Performs miscellaneous job-related duties as assigned.

3- JOB SPECIFICATIONS:

o Education:	o Bachelor’s degree in Business administration
o Experience:	o Minimum three years of experience in market research and analysis
o Skills:	<ul style="list-style-type: none"> o Proficient with Office Suite, especially PowerPoint o Proficiency in spoken and written English and Arabic is a must. o Strong communication and interpersonal skills. and ability to articulate clearly verbally and in writing o Ability to make administrative/procedural decisions and judgments. o Ability to perform complex tasks and to prioritize multiple projects. o Records maintenance skills. o Proposal and grant writing skills. o Ability to prepare research reports and proposals. o Database management skills. o Knowledge of mathematics. o Ability to analyze budgetary line items for compliance with budget guidelines. o Knowledge of grant funding policies and procedures and applicable regulations. o Knowledge and understanding of intellectual property rights laws, guidelines, and policies.
o Work Conditions	o Based in Alexandria, Egypt but will be required to travel to project locations as needed

The American University in Cairo
JOB DESCRIPTION

Position Title:	Officer, Communications & Outreach	Position ID:		
Department:	Center of Excellence for Water	Position Type:	Grant	
Reports To:	Executive Director	Number of Reports:	Direct:	N/A
			Indirect:	N/A
Level:		Approval Date:		

1- JOB PURPOSE:

The holder of this position will develop and implement a communication strategy for the center of Excellence for Water in line with AUC's and USAID's policies and regulations. S/he will create awareness about the center among stakeholders and in the community as well as organize the program's events and manage the production of its print and digital communications.

2- RESPONSIBILITIES AND TASKS:

- Develop and implement a comprehensive communications strategy in line with AUC's and USAID's policies and regulations, securing effective print, digital marketing and social media channels for the entire program.
- Conduct outreach campaigns among stakeholders and in the community to increase awareness about its goal and activities.
- Implement a social media campaign to convey the program outcomes to its constituencies, and effectively support its goals and activities
- Develop guidelines for the development of COE communications material, provide guidance, and oversee their print, digital, website, and social media material.
- Design and execute online/Social Media marketing campaigns to promote the COE and its activities within the community and among program stakeholders through LinkedIn, Facebook, YouTube and other Social Media networks.
- Organize various events of the Center of Excellence for Water
- Develop required marketing/publicity strategy in collaboration with relevant program managers.
- Ensure the production of communications material and effective media campaign as relevant to each event.

3- JOB SPECIFICATIONS:

○ Education:	○ Degree in Mass Media and/or Communications or related field
○ Experience:	○ Minimum three years of experience
○ Skills:	<ul style="list-style-type: none"> ○ Proficiency in spoken and written English and Arabic is a must. ○ Strong communication and interpersonal skills. and ability to articulate clearly verbally and in writing ○ Experience in managing social media campaigns with good writing and editorial skills. ○ Skilled in graphic design and web content management ○ Attention to detail is a must ○ Self-motivated and team-oriented work style ○ Proficient user of MS Word, Excel and PowerPoint ○ Working experience with Adobe PageMaker, InDesign, Illustrator and Photoshop. ○ Capacity to work under pressure, multi-task, set priorities and meet deadlines
○ Work Conditions	○ Based in Alexandria, Egypt but will be required to travel to project locations as needed



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Position Title:	Senior Accountant		
Department:	Center of Excellence for Water		
Reports To:	Center of Excellence for Water Director	Deadline for Application	

The holder of this position will provide financial and admin support to the center of Excellence for Water.

1- RESPONSIBILITIES AND TASKS:

- Process project's day-to-day financial transactions, purchase requisitions, contracts, advances, and petty cash in line with allocated budget.
- Secure and maintain necessary approvals and documentation for all financial and project administrative functions.
- Co-prepare financial accruals and contribute to the development, review, and reconciliation of quarterly and annual financial project reports.
- Maintains accounting controls by following policies and procedures.
- Tracks financial expenses and commitments vs. budget and prepares interim financial reports
- Coordinates with other departments regarding Financial issues.
- Secures financial data by completing backups; keeping information confidential.
- Coordinate project team travel logistics, per diem and procurement requests.
- Performs other related duties as assigned.

2- JOB SPECIFICATIONS:

○ Education:	○ Bachelor's degree in Accounting.
○ Experience:	○ Minimum 5 years of experience in accounting
○ Skills:	<ul style="list-style-type: none"> ○ Excellent understanding of financial reporting principles and practices ○ Excellent knowledge of MS Office ○ Detail oriented. ○ Problem-solving skills. ○ Work comfortably under pressure and deliver on tight deadlines. ○ Ability to work independently and as part of a team.
○ Work Conditions	○ Based in Alexandria