



## ITALIAN-EGYPTIAN DEBT SWAP PROGRAMME

### VACANCY

**Job Title:** Programme Officer

**Location:** Technical Support Unit (TSU) of the Italian-Egyptian Debt Swap (IEDS) Programme – Cairo, Egypt

**Reports to:** Director/Deputy Director and Senior Programme Officer of the TSU

**Start date:** Monday 1 August 2016

**Contract:** Fixed-term contract, starting from the 1<sup>st</sup> of August, until the 31<sup>st</sup> of December 2016 with possibility of 1-year extension. Monthly salary paid in Egyptian Pounds.

**Closing date:** Saturday 25 June 2016

### Background

The Debt for Development Swap is an instrument conceived to reduce the foreign debt, and, in the meanwhile, to guarantee a positive impact on the socio-economic development situation of the borrowing country. The conversion mechanism works as a transaction where the government of the crediting country withdraws part of the foreign debt of the borrowing country, in exchange for a commitment by the debtor government to invest the corresponding amount in initiatives, bilaterally agreed, aiming at poverty reduction and development projects, according to national priorities.

The Italian-Egyptian Debt Swap (IEDS) Programme started in 2001 and, up to date, comprehends three distinct phases which are characterized by different methodologies and approaches, as well as timings. Phase 1 (agreement signed in 2001) has been completed, while Phase 2 (agreement signed in 2007) and Phase 3 (agreement signed in 2012) are currently being implemented. A Swap Fund has been dedicated to the Programme and used for the implementation of projects, in accordance with the guidelines and programmatic principles shared by both Countries, and aiming to promote the socio-economic development of Egypt. The decision body of the two phases, currently on-going, of the IEDS Programme, is the Management Committee, shared by the Italian Ambassador to Egypt and the Egyptian Minister of International Cooperation (MIC).

In addition, a Technical Support Unit (TSU) to the IEDS Management Committee has been constituted to ensure the effective and efficient use of the resources and the optimal implementation of all three Phases of the Programme.

The strategy adopted under IEDS attracts the attention of the Egyptian government on different sectors, such as food security, rural development and agriculture, environment, cultural heritage, education, without leaving behind the social dimension theme, such as protecting the rights of women and children. The IEDS, in addition aims to ensuring the contribution of other donors and the commitment of substantial national resources, allows the initiation of partnerships between national and international organizations, as well as with government institutions and Non-Governmental Organizations (NGOs). In all concerned areas, Italy offers an added value in terms of transfer of skills, know-how and technologies, including through the involvement of Italian academic institutions and centers of excellence, which provide a solid experience in various fields of intervention.

## **Job Purpose**

This position sits in the TSU of the IEDS Programme under the direction of the Italian Director and the Egyptian Deputy Director. The TSU is formed by two sub-units – the Technical Sub-Unit and the Financial Sub-Unit. The Programme Officer will work in the Technical Sub-Unit, under the supervision of the Senior Programme Officer, supporting the Monitoring & Evaluation (M&E) of the projects under implementation and facilitating the formulation and approval of new projects by the Management Committee (MC).

## **Main Duties**

### **Monitoring & Evaluation**

- Design Projects' monitoring plans based on the received semesters' progress reports.
- Follow up the projects for the timely submission of the progress reports and for any other pending issue.
- Review and analyze the projects progress reports in terms of relevance and coherence with the approved work plan in coordination with the financial department
- Provide elements to inform the MC about any obstacles that projects face and provide assistance to projects' team to overcome delays in the implementation.
- Conduct field visits to verify the status of projects' activities.
- Prepare the Programme's biannual and annual progress reports in coordination with the financial department.
- Carry out the evaluation of the new project proposals and provide decision support elements to the Director/Deputy Director.

### **Institutional support**

- Provide the required technical and organizational assistance to institutional visits and to external experts on mission.
- Participate in conferences, seminars and workshops, as well as in relevant meetings with Government, donors, NGOs and UN Agencies.
- Prepare, in English and Italian, all documents concerning the IEDS Programme by Italian Authorities, including background papers, memos, *aide memoire*, speaking points, technical notes, and ministerial communications.

- Provide the Embassy of Italy and the Italian Agency for Development Cooperation in Cairo with regular updates on the progress of the projects funded within the IEDS Programme, acting as liaison officer when required.

### **Visibility**

- Ensuring the visibility of the IEDS Programme through effective and regular liaison with the Press Office of the Embassy of Italy and the HQ of the Italian Agency for Development Cooperation in Rome, as well as with Egyptian and International partners and the media.
- Prepare all support documents needed by Italian Authorities when participating in projects events / visits, including notes, background papers and speeches.
- Provide assistance to organizing conferences and events related to the Programme when necessary.

### **Skills, experience, qualifications**

- Master's degree in relevant area and/or equivalent work experience in the field of international development or social sciences;
- Minimum three years' of similar experience in managing grant funded for international development programs, some of which should have been gained overseas;
- Exceptional written and verbal communication skills in both Italian and English;
- Excellent computer skills using Microsoft Office and Internet;
- Exceptional cross-cultural, oral and written communications skills;
- Skilled in report writing;
- Experience of conducting research and evaluation on programme impact;
- Experience of working with and developing indicators and monitoring tools;
- Excellent project management skills; well organised, able to juggle multiple priorities and deliver to deadlines;
- Able to build own credibility with senior colleagues in order to influence change;
- A strong work ethic coupled with tact and diplomacy.

### **Desirable**

- Knowledge of written and spoken Arabic;
- Experience of working in the Italian Development Cooperation system;
- Previous working experience in Egypt.

If you feel you meet our criteria, and feel inspired by the objectives and challenges of the position, please send an email with an attached CV and a cover letter explaining your background and motivation to Ms. Samar Abdallah at [dsassistant.cairo@esteri.it](mailto:dsassistant.cairo@esteri.it) maximum by **23h00 (Egypt time) on 25 June 2016**. Please mention in the email also your salary expectations.

Interviews will be conducted between Wednesday 29 June and Wednesday 6 July. Only candidates selected for interview will be contacted. Thank you for your understanding.