

Country Representative – Habitat for Humanity Egypt

Habitat for Humanity is looking for “**Country Representative**” that serves as primary country focal point of Habitat for Humanity International (HFHI) and external representative in Egypt and is a key member of the Middle East and North Africa (MENA) leadership structure.

I. **Introduction and background:**

Habitat for Humanity (HFH) is an international nonprofit organization founded in 1976 as the world’s leader in addressing the housing challenges faced by vulnerable communities. Currently it operates in more than 60 countries around the world and brings people together to build more prosperous and vibrant communities by making sure everyone has a safe, affordable place to call home. Since its founding in 1976, it has helped more than 62 million people globally build their futures on their own terms through access to decent housing. HFH works alongside people of all walks of life to build, repair and finance their homes, by innovating new ways of building and financing, and by advocating for policies that make constructing and accessing housing easier for everyone.

HFHI works through a broad network of national Habitat organizations and other strategic partners, such as corporations, financial service providers, individuals, non-governmental organizations, foundations, local governments, as well as the private sector actors. HFHI supports program and project implementation by national HFH organizations and directly implements some projects and programs regionally. HFH started operating in Egypt in 1989 and has supported more than 48,000 households in 6 governorates across Egypt to improve their housing conditions in partnership with strategic local partners and community members.

II. **Position Description:**

The Country Representative (CR) reports to MENA Hub Director and supports the Director in identifying and nurturing relationships with country-based donors, local authorities, development partners, and target communities, all within the framework of HFHI’s regional and global strategies. Under the guidance of the MENA Hub Director, the CR is also responsible for leading country-level fundraising and resource mobilization efforts, while positioning HFHI as a housing thought leader in national dialogues and debates.

While the CR is also expected to deliver on standard country management tasks such as operational planning, financial and risk management, compliance, and safeguarding, our newly integrated model and structure require daily collaboration with MENA Hub staff on all the above.

The CR collaborates closely with thematic leads enabling and facilitating their technical leadership, and supports program managers in delivering against agreed objectives, embracing a people-centric approach.

III. Scope of work and deliverables:

Strategic Alignment and Country Planning:

1. Support overall strategic leadership for HFHI's engagement in Egypt aligning country goals and plans with the MENA Strategy and HFHI global priorities
2. Working closely with thematic leads to incorporate their strategies and priorities into the overall country strategy, ensuring country plans reflect and operationalize agreed thematic approaches.
3. Support the annual country planning and budgeting process (for HFHI-funded work in-country), under the guidance of the MENA Hub Director and relevant Hub teams and monitor performance against approved plans.
4. Conduct regular country-level risk reviews, maintain a country risk register, develop mitigation plans and escalate high/ "red" risks to the MENA Hub Director.

Operation, Finance, Governance and Compliance:

1. Oversee HFHI's operational footprint in Egypt (offices, staff, contracts and major activities), ensuring effective and efficient use of resources and compliance with HFHI standards, donor requirements and local legislation
2. Ensures daytoday operational compliance, local registration, and risk monitoring
3. Provide day-to-day administrative line management for country-based staff, including leave approvals, budget oversight related to country operations, and coordination of operational support in line with HFH policies and procedures.
4. Ensure HFHI complies with all relevant registration, licensing, tax and regulatory requirements in Egypt, working closely with the MENA Hub, Legal and Finance teams.
5. Enforce the Code of Conduct, Conflict of Interest, anti-corruption and safeguarding policies, ensuring they are understood and applied in day-to-day operations and partnerships.
6. Oversee basic financial management and internal controls for HFHI operations in-country, including oversight of budgets, expenditures and financial reporting to the MENA Hub
7. Ensure procurement, contracting and vendor management for HFHI activities in Egypt comply with HFHI and donor policies, and that value for money, transparency and fairness are upheld.
8. Implement and oversee HFHI global safety and security standards for all HFHI staff, consultants and visitors in-country, including maintaining country security plans, contact trees and incident protocols.
9. Ensure prompt reporting, investigation and follow-up of safeguarding and security incidents in line with HFHI policies and national law.
10. Coordinate external and internal audits related to HFHI's country presence and support the timely closure of audit findings and implementation of management actions.

Program Implementation Oversight, Resources mobilization and Partnership:

1. Supportlocal funding opportunities relevant to Egypt (institutional donors, multilaterals, private sector, foundations, etc.) and share intelligence with the MENA Hub.
2. Network and coalition building
3. Support the development of country-level concept notes and project proposals, and support HFHI's participation in multi-country or regional proposals that include Egypt.
4. Support the identification, scoping and design of quality projects in Egypt, aligned with HFHI's priorities and in collaboration with the MENA Hub Subject Matter Experts (SMEs)
5. Map and engage potential donors, partners and stakeholders in Egypt (government, private sector, financial service providers, civil society, faith organizations, academia, UN and other international actors)

6. Maintain a country partnership mapping and engagement tracker, including pipelines, contacts and agreed follow-up actions.
7. Facilitates the negotiation of country-level Memorandums of Understanding (MoUs) and partnership agreements, in coordination with the MENA Hub, Legal, Programs and Finance.

Advocacy, Policy Engagement & External Representation:

1. In coordination with the MENA Hub Director and HFHI Advocacy teams, support the development and implementation of a national advocacy and policy engagement plan aligned with regional advocacy priorities (e.g. housing policy, housing finance, urban development, resilience).
2. From an advocacy perspective, supports buildin and maintaining relationships with government counterparts, donors, United Nations (UN) agencies, European Union (EU) delegations, financial institutions, sector networks, civil society organizations and other policy stakeholders at country level.
3. Represent HFHI in national forums, sector working groups, donor coordination platforms and, where appropriate, media opportunities, positioning HFHI as a credible housing and urban development actor in Egypt.
4. Support the development and implementation of a country communications approach that promotes HFHI's brand, programs and advocacy messaging, and provides content for regional and global communications.
5. Ensuring advocacy and communication efforts are evidence-based, reflecting learning and impact from HFHI-supported programs and partnerships in Egypt.

People Leadership, Culture and Volunteer Engagement:

1. Provide direction, support to any HFH staff and consultants based in Egypt, fostering a culture of accountability, inclusion, learning and safeguarding.
2. In collaboration with Regional Human Resources (HR), support recruitment, onboarding, performance management and development of country-based staff and key consultants, as applicable.
3. Model and promote HFHI's values and commitments to safeguarding, diversity, equity and inclusion in all country-level interactions and decisions.
4. Where applicable, support planning and hosting of HFHI-associated volunteer builds and events in Egypt, ensuring that they are safe, ethical and aligned with HFHI standards and community priorities.
5. Ensure volunteer activities comply with safeguarding and duty-of-care standards, and that relevant stories and data are captured for visibility and fundraising purposes.

IV. Required Skills & Competencies:

1. Education: Bachelor's degree in international Affairs or Development, Political Science, Public Policy, Urban Planning, or related field.
2. Experience:
 - a. 5 years of senior leadership experience with international development NGOs.
 - b. Experience with traditional and immerging institutional donors including the Gulf countries.
 - c. Proven experience in resource mobilization including donor engagement and proposal development.
 - d. Experience managing diverse teams remotely.
 - e. A proven track record of both winning and executing multimillion projects.

- f. Extensive international development work experience in Egypt.
- g. Ability to adapt to changing environment and navigating market turbulences.
- h. Management of teams and experience operating in a matrix structure.
- i. Excellent written and spoken English and Arabic language.
- j. Experience working with private philanthropy is an asset.
- k. Previous experience in a hub structure is a plus.

3. Active support of **HFHI Values**:

Humility – We are part of something bigger than ourselves,

Courage – We do what’s right, even when it is difficult or unpopular,

Accountability – We take personal responsibility for Habitat’s mission),

***Safeguarding:** HFHI requires that all consultants take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct).*

V. How to Apply:

Please apply via Habitat Careers: [Country Representative – Habitat for Humanity Egypt | Habitat for Humanity](#)

MENA Country representative for Egypt will be employed with Habitat for Humanity Egypt. The recruitment process is being carried out by Nadacia Habitat for Humanity International, based at Mlynské nivy 5, 821 09 Bratislava, Slovakia, which also represents the Area Office for Europe and the Middle East of Habitat for Humanity International and acts on behalf of the Habitat for Humanity Egypt. After clicking the apply button, the candidate will be redirected to the recruitment system operated by Habitat for Humanity International based in state of Georgia, USA (headquarters of Area Office for Europe and the Middle East of Habitat for Humanity International).

Closing Date for Applications April 16th, 2026.