

Terms of Reference (TOR): Project Senior Coordinator

I. Position Information:

Title: Project Senior Coordinator
Duty Station: Cairo, Egypt
Start Date: May 2025

II. Habitat for Humanity Egypt (HFHE):

Habitat for Humanity (HFH) is an international nonprofit organization founded in 1976 as the world leader in addressing the housing challenges faced by vulnerable communities. Today HFH works in more than 70 countries worldwide to empower people in the poorest communities to overcome the chronic lack of decent housing. HFH works in close cooperation with local communities and partners to help people in need to build, repair and renovate their homes thus improving people's strengths and self-reliance through adequate shelter. HFH constantly seeks new affordable solutions to make homes safer, more energy efficient, provide water and sanitation solutions, mitigate effects of disasters and support housing microfinance. HFH also seeks to influence the way housing and related shelter issues are assessed, prioritized and funded by local, national and international governments and inter-government forums.

HFH started operating in Egypt in 1989 and is currently operating in more than 40 communities in 5 governorates across Egypt in partnership with strategic local partners and community members. Its current programs include microfinance for housing improvement, building homes for the poorest of the poor, housing market systems including digital housing finance and markets, innovations and entrepreneurship in the housing sector.

III. Job Summary

Under the Supervision of the Senior Program Manager, the Project Senior Coordinator will be responsible for the development and implementation of HFHE's projects and initiatives that focus on improving the housing conditions for target communities in Egypt through building and rehabilitating resilient homes that integrate affordable innovative building solutions and improving access to affordable private sector products, services and financing, in line with HFH strategy. S/He will lead the management of the overall cycle of projects providing guidance and support to HFHE team and to local partners, manage relations and deliverables with local partners, lead cooperation and communication with relevant stakeholders, ensure quality and timely implementation, documentation and reporting.

IV. Expected Tasks:

- Contribute to the development of HFHE's Strategy and workplan.
- Support studies and research on housing market systems in Egypt and lead coordination with different stakeholders to advance affordable housing market systems solutions.
- Lead the design and implementation of HFHE's projects and activities focusing on improving housing conditions for target communities across Egypt, taking into consideration affordable,

innovative, resilient, and market driven solutions.

- Promote strong community engagement in partnership with implementing NGO partners, and as needed, participate in needs assessment activities, providing guidance on community engagement methodologies.
- Manage the Housing Support Services (HSS) activities; supervise HFHE engineers, manage the HSS reporting and documentation and conduct monitoring visits to beneficiaries.
- Develop projects' documents including log frames, budgets, implementation plans, MEL plans and tools.
- Supervise the implementation of projects and activities to ensure quality delivery of services and effective implementation ensuring safety and efficiency.
- Ensure the delivery of quality and timely projects' reports, internally and externally, including partners' reports and document and manage resources generated from the Program and extract learning to guide future initiatives.
- Ensure that projects' expenditures and budgets are well monitored, and activities are implemented in coherence with HFH policies and procedures and are completed within budget and schedule.
- Build partnerships and coordinate with stakeholders to strengthen Habitat Egypt's programs to facilitate the implementation of different projects.
- Plan and organize capacity building activities for partners and volunteers based on regular capacity assessments and needs.
- Develop technical resources (e.g. standard operating procedures (SOPs), manuals) to guide interventions, drawing from international best practices, along with field specific observations.
- Perform other relevant tasks assigned by the Senior Program Manager and National Director.

V. Required Skills & Competencies

- Bachelor's degree in urban planning, engineering, economics, or other related discipline.
- At least five (5) years of professional experience in project management in a similar context with a good understanding of the housing design and construction sectors.
- Good understanding of the housing challenges of the vulnerable communities in rural and urban areas in Egypt.
- Excellent budgeting, documentation and reporting skills.
- Experience working with donors and understanding of donor requirements and how to meet them.
- Experience in supporting program staff and partners to work with communities in a sensitive and participatory manner.
- Excellent communication and reporting skills.

- Excellent English and Arabic languages skills
- 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 employees 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

VI. Additional Skills:

- Strong planning and organization skills;
- Independent, self-starter, and creative.
- Ability to demonstrate a high level of professionalism.
- Appreciates cultural diversity and inclusion, safeguarding/ protection issues etc.
- Excellent IT skills; fluency in Microsoft Office package and the like; familiarity with other software is a plus.
- Ability to travel to Upper Egypt for missions

VII. Desired Skills:

- Experience working in Upper Egypt;
- Experience working with international NGOs;
- Experience and/or interest in working in the housing sector in Egypt;
- Experience and/or interest in working in rural & urban development;
- Experience and/or interest in working in emergency response situations.

VIII. Remuneration: Competitive salary and benefits

IX. Application Procedures

Please submit your CV along with a cover letter to hr@habitategypt.org, with the subject line clearly indicating your name and the position you are applying for (ex. FirstNameLastName_PositionTitle). Please do not attach any other documents while sending your applications, if required they will be requested at a later stage.

Please note that only shortlisted candidates will be contacted.

The Closing Date for Applications is April 23rd, 2025