

Terms of Reference (TOR): Project Officer

I. Position Information:

Title:	Project Officer
Type of contract	Full-time – Project Based
Duty Station:	Cairo, Egypt
Start Date:	February 2026

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 has supported more than 46,000 families in more than 40 communities in 5 governorates in partnership with strategic local partners and community members. Its programs focus on supporting vulnerable families in poor rural and urban areas to have better homes through different approaches including directly rebuilding stable and adequate homes for the poorest of the poor, and improving access of low-income families to affordable micro loans and engineering support to rehabilitate, build, and maintain their homes. It also focuses on improving communities' resilience to Climate Change through promoting innovative low-cost climate resilient building materials and improving heat resilience of public spaces in poor neighborhoods including informal settlements and advocating for adequate housing for all.

III. About the Project: Home Equals

"Home Equals" is a global Habitat for Humanity campaign that seeks to advance housing equity in informal settlements through practical demonstration projects, evidence generation, and policy advocacy. In Egypt, HFHE is implementing Home Equals in one informal settlement in Giza, focusing on climate resilience. The project includes urban heat stress mapping and transforming public spaces into climate-responsive, inclusive areas for residents. It has a strong advocacy and community engagement component, mobilizing volunteers, local stakeholders, and government partners to scale impact and influence inclusive urban policy. The project is scheduled to conclude in December 2026.

IV. Job Summary:

Under the supervision of the Senior Program Manager, the Project Officer will work with the project team to support effective implementation of the Home Equals demonstration activities and leads the project's volunteer management component in accordance with HFHE's Volunteer Management Framework. The position plays a key role in ensuring quality implementation, meaningful community engagement, effective volunteer mobilization, and evidence-based advocacy.

Expected Tasks:

1. Project Implementation Support

- Assist in planning and executing the demonstration project activities (heat mapping, public space transformation, participatory planning sessions).
- Coordinate with local community partners, government stakeholders, and technical experts.
- Conduct field visits to monitor field activities, ensuring adherence to project timelines, budgets, and safeguarding protocols.
- Document progress, lessons learned, and challenges for internal and donor reporting.

2. Volunteer Management

- Implement the Volunteer Management Framework, including database creation, training tracking, and volunteer engagement strategies.
- Support the organization of volunteer training sessions on advocacy, urban heat, housing policy, accessibility, and community engagement.
- Coordinate volunteers' engagement in advocacy and demonstration project activities (e.g., data collection, community consultation sessions, social media campaigns, co-design of public spaces).
- Organize volunteer recognition events and certification.

3. Advocacy & Stakeholder Engagement

- Support the advocacy strategy of Home Equals by mobilizing volunteers to engage in campaigns, stakeholder meetings, and digital advocacy.
- Assist in producing evidence and stories from the field to inform advocacy messages and HFHE communications.

4. Reporting, Monitoring, Evaluation, Accountability & Learning (MEAL)

- Contribute to regular progress reports, volunteer activity records, and advocacy outcome tracking.
- Collect data and feedback from volunteers and community members to inform project monitoring, evaluation, accountability, and learning (MEAL).
- Ensure safeguarding, gender equity, and inclusion principles are upheld in all volunteer and community engagement activities.

V. Required Skills & Competencies

- Bachelor's degree in Social Sciences, Urban Development, Development Studies, or related field.
- Minimum 2 years' experience in project coordination, volunteer management, or community development or related field.
- Strong organizational and facilitation skills, with experience in community engagement and participatory approaches.
- Demonstrated ability to manage volunteers.
- Experience in advocacy, campaign support, or multi-stakeholder engagement is a strong asset.
- Excellent communication skills in Arabic (required) and English (preferred).
- Proficiency in MS Office, Google Workspace; familiarity with volunteer databases or CRM systems is an advantage.
- Commitment to Habitat for Humanity's values and safeguarding standards.
 - **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. Application Procedures

Interested candidates should send their CV and cover letter to hr@habitategypt.org Please ensure the subject line clearly includes your **full name and the position title** you are applying for (ex. FirstNameLastName_Project Officer). 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 December 31,2025