

The American University in Cairo
JOB DESCRIPTION

Position Title:	Associate Director of Alexandria Water Resilience Centre of Excellence (AWRCoE) - USAID		
Department:	Center of Excellence for Water (COE - Water) – USAID project		
Reports To:	Executive Director of Alexandria Water Resilience Centre of Excellence	Number of Reports:	Direct:
			Indirect:
Level:		Approval Date:	

1- JOB PURPOSE:

The position will be responsible for the Supervision and administration of the Center of Excellence for Water in Alexandria University “AWRCoE”. The project is funded by the USAID and is managed by The American University in Cairo with a duration of 5 years, beginning on February 20th 2019 and ending on February 20th 2024. The Associate Director will be responsible for the administration and organization of the project.

He/She will be responsible in assistance for providing strategic leadership for the development of the AWR Centre of Excellence, driving performance to ensure that it achieves its strategic objective to create a repository of trusted sources of information, Knowledge and tools and build a body of evidence for water resilience. The Executive Director will be responsible for the day-to-day operations of the center.

The Associate Director will help coordinate and plan the organizations strategic activities and programming and ensure the right personnel and skills are in place to carry out the organizations

The Associate Director should demonstrate his ability to support building a momentum for AWRCoE to become an intellectual center of excellence for the multi-dimensions of water-related issues, from water availability, quality, to consumption, with a focus on connections among water resources and development. The Associate Director will participate with academics, public policy groups and communities of practice to advance and disseminate knowledge that supports effective policies, programs, and decisions for water management, with particular attention to national development strategy and needs.

The AWRCoE Associate Director will assist the Executive Director in managing fiscal and personnel resources at the center, requiring a broad knowledge of operations, external funding acquisition, grants and contracts, project management, personnel management, and business development. This position requires close relationships with related Faculties other than Engineering such as Agriculture, Sciences, together with public and governmental agencies and other relevant multi-stakeholders to water and environmental interests.

2- DIMENSIONS:

<ul style="list-style-type: none"> ○ Financial: 	<ul style="list-style-type: none"> ○ 1 strategy framework for the AWRCoE ○ 18 quarterly financial and technical reports ○ Annual external funding portfolio ○ Annual intellectual contributions to a water-related field
<ul style="list-style-type: none"> ○ Non-Financial: 	<ul style="list-style-type: none"> ○ One document with baseline Monitoring and Evaluation indicators ○ 10 progress reports (using the baseline indicators)

Job Holder name:	Signature _____
Direct Supervisor name: Executive Director	Signature _____

3- RESPONSIBILITIES AND TASKS:

- To work closely with the Executive Director of Alexandria Water Resilience Centre of Excellence and with the AUC Management of the Project mainly the Chief of Party, Lead Scientist and the Technical advisor of the project.
- Working with the Executive director to coordinate and supervise daily operations.
- Help develop a strategy for AWRCoE framework with ongoing development thereafter.
- Assist in building a strong team that carries out the day-to-day operations of the project; make decisions and participate in the center’s day-to-day running, either in the form of practical work or supervising processes.
- To ensure all staff are organized and satisfied with their work. And develop strategies to attract and maintain/retain a highly competent workforce.
- To be the primary public spokesperson for the center, to coordinate meetings, individuals and help the wider team meet the strategic directions of the society
- To build and create new relationships with the multi-stakeholders.
- To work closely with the AU administration to broaden research and support academic programs within the relevant faculties as needed. Pursue an innovative vision of collaboration with scientists at AU and relevant multi-stakeholder groups in areas related to water science and engineering. Demonstrate a broad understanding of water, irrigation, and environmental engineering in interactions with all constituents.
- Support the Executive Director in providing leadership within The AWRCoE and Alexandria University for basic and applied research related to water resources and environmental issues especially in securing external funding.
- To Oversee and be accountable for agreeing the annual AWRCoE budget, operational plan and personnel management of faculty and staff affiliated to the AWRCoE. And reporting progress quarterly.
- To work closely with like-minded institutions and public and private sectors and other multi-stakeholder groups to promote applied research relevant to water resources and environmental needs of Egypt and beyond.
- To enhance the AWRCoE’s strong funding portfolio, to ensure responsible financial management and to seek new and creative opportunities for revenue generation
- To aid in mentoring faculty and staff and contribute to AU vision and mission. In addition to strong evidence of intellectual contributions to a water-related field
- To work closely with AU administrative team to attract support from industry, non-governmental organizations (NGOs), and the private sectors community.
- Assist identifying baseline indicators at the start of the project upon which to judge project progress towards its objectives.

4- WORK CONTACTS:

○ Internal:	Chief of Party (CoP), Lead Scientist , Technical Advisor,
○ External:	Egyptian Partners Universities (EPU’s), US Partner Universities, All consortium parties, Alexandria University administration

Job Holder name: _____ **Signature** _____
Direct Supervisor name: Executive Director _____ **Signature** _____

5- JOB SPECIFICATIONS:

<ul style="list-style-type: none"> ○ Education: 	<ul style="list-style-type: none"> ○ The applicant must be a Faculty member in Alexandria University with PhD in Water Engineering or related discipline relevant to the AWRCoE.
<ul style="list-style-type: none"> ○ Experience: 	<ul style="list-style-type: none"> ○ Minimum of 4 years' experience in Water Engineering or related discipline in a management and/or advisory capacity working with senior management teams. ○ Advanced competencies in: project management, recruitment strategies, capability development and workforce planning, writing job descriptions and contract management, ○ Proven experience of monitoring and evaluation, and sustainability and dissemination. ○ Extensive experience in the conduct of center/personnel assessments, capacity needs ○ Experience in assessments, training activities and capacity development, preferably in the water sector. ○ Proven experience in providing advice to senior-level government stakeholders. ○ Strong Interpersonal and communications skills. ○ Demonstrated academic and research qualifications and experience in water and related environmental issues. An established record and leadership of securing and managing external funding. ○ Significant leadership/management experience, a demonstrated ability to develop and implement real world solutions and strong networking and communication skills. ○ Good professional, scholarly and technical understanding ○ Good writing and reporting skills ○ Excellent problem solving skills ○ Leadership skills to supervise and motivate volunteers ○ The ability to respond positively to pressure ○ Committed and flexible approach to the job
<ul style="list-style-type: none"> ○ Skills: 	<ul style="list-style-type: none"> ○ The Associate Director will support in the launch of an internationally recognized center so the candidate should have experience in the management of a research of comparable scale, including the capacity to select long-term objectives for the AWRCoE, verify their execution and be responsible for achievement of the main goals. ○ Because the Centre of Excellence is formed through international partnership, experience in working in multinational environments is desired.
<ul style="list-style-type: none"> ○ Work Conditions 	<ul style="list-style-type: none"> ○ The Position will be hired by The American University in Cairo under the center of excellence for water. The applicant will be based in Alexandria, Egypt but will be required to travel to project locations as needed.

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Direct Supervisor name: Executive Director

Signature _____