



## MDI Country Programme Director Job Description

**POSITION:** Egypt Country Programme Director

**TERM:** 20 Months  
(subject to 3 month probationary period)

**RESPONSIBLE TO:** MDI Programmes Director, London

### DESCRIPTION

To manage, implement and promote all aspects of the 'Rebuilding Post-Revolution Egyptian Media: Embracing Free Expression, Diversity And Inclusiveness' project, in coordination with UK and local project staff and local partner organisations, in accordance with project plans and budget. In addition, to act as an ambassador for MDI in Egypt primarily but regionally as well – representing MDI at events and fund-raising opportunities.

### Tasks and Responsibilities

- To ensure the programme is in line with circumstances in Egypt and the region;
- To coordinate programme activities in collaboration with UK and local staff, and local partner organisations;
- To be responsible for the quality of the work provided by local MDI team members;
- To ensure the effective implementation of the programme;
- To be completely familiar with all planned activities, events and publications outlined in the programme application;
- To support the missions of all consultants and trainers working in Egypt on behalf of MDI;
- To be responsible for liaison between MDI and its formal project partners, as well as with other activity partners to be identified over the life of the project;
- To oversee the running MDI's Egypt office;
- To ensure the project complies with Egyptian law;
- To report to MDI monthly on expenditure, bank reconciliation and projected income needs;
- To ensure all project information and materials are provided for upload to the MDI Arabic and English websites in an accurate and timely fashion;
- To ensure the following Activities have been implemented as envisaged by the SIDA Contract:
- To represent MDI at local events and find-raising opportunities
- To liaise with donor organisations and be a point of contact for this project and possible future ones
- To liaise with SIDA Cairo office when needed;

- To ensure the English and Arabic-language output and communications of the project are provided on regular basis;
- To encourage and oversee the dissemination of project-generated outputs in both the local and international media;
- To ensure all articles and reports, both printed and electronic on the project are collected and stored;
- To provide project reports - narrative and financial - as required by SIDA, in cooperation with MDI London office;
- To provide other assistance as may be required in support of the project.

## **Key Competencies**

**Communication** – able to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

**Concern for results** – shows concern to work effectively or to compete against a standard of excellence. This may be an individual’s own past performance, an objective measure, the performance of others, goals etc.

**Flexibility** – adapts and works effectively with a variety of situations, individual and groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one’s own organisation or job requirements.

**Influencing and Persuading** – able to present sound and well reasoned arguments to convince others. Able to draw from a range of strategies to persuade people in a way that results in agreement or behavioural change.

**Organisational Sensitivity** – able to understand the power relationships in the organisation or in other organisations.

**Planning and Organisation** – able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.

**Resilience** – manages personal effectiveness by managing emotions in the face of pressure, set backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

**Teamwork and Co-operation** – able to work in a co-operative manner with others, to be part of a team working together as opposed to working separately or competitively.