

Announcement Number: ARCE/20-01

Issue Date: 22 July 2019

Closing Date: 15 August 2019

Subject: Employment Opportunity Announcement

DEPUTY DIRECTOR FOR RESEARCH & PROGRAMS, Cairo, Egypt

The American Research Center in Egypt (ARCE) is a private, nonprofit organization that supports research on all aspects of Egyptian history and culture, fosters a broader knowledge about Egypt among the general public and strengthens American-Egyptian cultural ties. ARCE seeks a Deputy Director for Research & Programs with expertise in a variety of subject matter areas as well as professional experience with a research institution, library or archives. ARCE welcomes interest from qualified individuals to provide services as further described in this Employment Opportunity Announcement. Applications from interested candidates must be submitted by the closing date indicated above and must be submitted **ONLY** in email format to the specific email address, Recruitment@ARCE.org. Paper copies of resumes or CVs will **NOT** be accepted. Incomplete applications will not be considered.

This announcement in no way obligates ARCE to consider or select an applicant, nor does this commit ARCE to pay any costs incurred by individuals for the preparation or submission of applications.

Questions regarding this employment opportunity must be directed by email to the Point of Contact specified in this announcement. Please do not call the ARCE offices about the status of a candidacy or selection.

A. General Information

- 1. Announcement Number:** ARCE/20-01
- 2. Open to:** Egyptian nationals and legal permanent residents of Egypt with a valid work permit.
- 3. Issue Date:** 22 July 2019
- 4. Closing Date:** 15 August 2019
- 5. Job Title:** **DEPUTY DIRECTOR FOR RESEARCH & PROGRAMS**
- 6. Proposed Compensation:** Pay Band will be determined at the time of selection and will be based on the candidate's prior experience and salary history.
- 7. Place of Performance:** Cairo (Garden City), Egypt.

- 8. Length of Engagement:** One year, with renewal options. The first year is subject to the satisfactory completion of a 3-month probationary period.
- 9. Work Schedule:** Full-time; 40 hours per week (8 hours per day).

B. Key Responsibilities:

Has overall responsibility for all academic and fellowship programs connected to a wide variety of funding sources. The position will develop a creative approach to research and fellowship programs through academic outreach or in collaboration with counterpart research institutions with a view to build sustainable programs that support the organization's strategic priorities in Egypt. The position serves as a Subject Matter Expert (SME) on a broad range of subjects relating to Egypt. The position also supervises the staff and resources of the Marilyn and William Kelly Simpson Library, which houses a large collection of books, journals and archives focused on Egyptology and Islamic Studies. This position is also responsible for library acquisitions in alignment with ARCE's program and research strategy.

C. Reporting Relationship: Reports to the ARCE Executive Director.

D. Supervision Exercised: Directly supervises an Academic Programs Manager, an Archivist and Librarians.

E. Physical Demands: None.

F. Eligibility for Consideration: Candidates must be legally eligible to live and work in Egypt. Documentation of eligibility may be required as part of the application process.

G. Minimum Qualifications REQUIRED for this position:

- I. Education:** A minimum of a Master's Degree (M.S, M.A. or equivalent) in any of the following academic areas: Egyptology, Archaeology, Anthropology, Cultural Heritage Preservation, Islamic or Coptic Studies, Near Eastern Studies or a closely related field. Candidates with a Ph.D. in similar academic fields are preferred.

2. **Prior Work Experience:** At least 5 years prior professional experience in the field of archaeology, anthropology, cultural heritage preservation, museums management or a closely related field is essential. Prior experience in library management, museum management, grant writing, and program management are desirable. Prior supervisory or managerial experience is also required.
3. **Language Proficiency:** Fluency in English is required. Working level skills in Arabic (reading, speaking) are highly desirable.
4. **Skills and Abilities:** Sound supervisory and resource management skills are critical to carrying out the core job duties. Effective communication skills (verbal and written) are also essential. A general knowledge of library, museums or archives management techniques is a plus.

H. Evaluation of Applicants and Selection Criteria

Applications will be screened initially for determination of eligibility and minimum qualifications. Candidates who do not meet the basic eligibility for consideration described in Item F (above) will not receive further consideration. Next, candidates who meet or exceed the minimum Qualification Requirements listed in Item G1 through G4 will receive consideration and will be rank-ordered in accordance with the listed qualifications. Applicants are encouraged to address each of the listed requirements in their application. Omission of a description of an individual's qualification on the application may result in a low ranking. Only Top-Ranked candidates will be contacted for an interview. ARCE will screen candidates for nepotism and conflict of interest concerns.

How to Apply: To ensure consideration for this employment opportunity, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: **ARCE 20-01, Deputy Director for Research & Programs**, to be sent to Recruitment@ARCE.org. Candidates should include starting and ending employment dates in the description of prior work experience, the complete name and contact information of the current and prior employers. The application package should also include photocopies of educational certifications (e.g. University transcripts, diplomas, certificates, etc.). Candidates may include writing samples in the application package. Employment Reference letters are optional.

- I. Questions regarding this Vacancy:** Questions may be emailed to Recruitment@arce.org, referencing the Vacancy Announcement Number 20-01 in the Subject Line. Questions regarding the status of a candidacy or a selection cannot be answered.

The American Research Center in Egypt is an Equal Opportunity Employer and supports a multi-cultural work environment that includes diversity of gender, nationality, race, culture, religion, ethnicity and educational background. Candidates from minority or indigenous groups and persons with disabilities are encouraged to apply. The American Research Center in Egypt is committed to prevent workplace harassment, workplace violence and discriminatory employment practices.