



**Announcement Number: ARCE/19-016**

**Issue Date: 06/03/2019**

**Closing Date: 06/21/2019**

Subject: Employment Opportunity Announcement

**AEF GRANTS AND EGYPTIAN MEMBERSHIP ADMINISTRATOR**

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 Grants Administrator for managing the grants process for research and projects that will be funded by the Antiquities Endowment Fund (AEF). 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](mailto: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/19-016

**2. Open to:** Egyptian nationals and legal permanent residents of Egypt with a valid work permit.

**3. Issue Date:** 06/03/2019

**4. Closing Date:** 06/21/2019

**5. Job Title: “AEF GRANTS AND EGYPTIAN MEMBERSHIP ADMINISTRATOR”**

**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:**

Oversees the preparation of compiling grant applications, extensions and promotion of activities for grants funded through the Antiquities Endowment Fund (AEF) which supports the conservation, preservation and documentation needs of Egyptian antiquities. Compiles and submits budget plans for AEF funds and monitors local expenses. Ensures compliance of AEF grants management policies and procedures. an annual budget, monitors expenses and follows applicable grants management policies and procedures. Responds to inquiries on AEF applications, awarding and closeout. Provides the AEF Committee with application and reporting information. Maintains all records pertaining to AEF project and funding expenditures, advises grantees and fellows on reporting requirement, compliance, payments, grant extensions and terminations. Also manages all Cairo-based ARCE memberships, including distribution of membership letters, Member ID cards, literature and general membership information.

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

**D. Supervision Exercised:** None.

**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:**

**1. Education:** A minimum of a Bachelor's Degree (B.S, B.A. or equivalent) in any of the following academic areas: Business Administration, Management, Public Administration, Accounting, Financial Management or a similar field.

**2. Prior Work Experience:** At least 3 years prior professional experience in the field of proposal writing, grants management, grants administration, contracts management, financial management, internal auditing, budget management or a closely related field. A strong interest in Egyptian history or Cultural Heritage Preservation is a plus. Volunteer, fellowship and internship experience will be creditable.

**3. Language Proficiency:** Fluency in English is required.

**4. Skills and Abilities:** Effective communication skills (verbal and written) are essential. The ability to effectively use standard MS-Office products is required, e.g. Word, PowerPoint, Excel, Access, Publisher and web tools.

**H. Evaluation of Applicants and Selection Criteria:**

Applications are 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. 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: **ARCE19-016, AEF Grants and Egyptian Membership Administrator**, to be sent to [Recruitment@ARCE.org](mailto: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 Announcement:** Questions may be emailed to [Recruitment@arce.org](mailto:Recruitment@arce.org), referencing the Vacancy Announcement Number VA-19-016 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.