



Job Advertisement

The Embassy of the Federal Republic of Germany in Cairo is seeking to contract a

Junior Project Coordinator

for the Cairo Climate Talks starting in April 2023. The contract will initially be limited until 31 December 2023 with a possible renewal on an annual basis.

Main duties:

The CCT Junior Coordinator works in a team under supervision of the CCT Project coordinator and reports directly to the Head of the Science Department of the German Embassy. (S)he will perform tasks and services in the context of the organization, administration and implementation of the Cairo Climate Talks including the following tasks:

- Supporting the CCT Project Coordinator in planning and executing CCT events in coordination with the German Embassy and other CCT stakeholders including identifying suitable topics; identifying and contacting German, Egyptian and international experts for workshop and panel events (including online events)
- Logistical tasks including organizing venues as well as catering, photography, videography, graphic design, and interpreting services
- Event implementation including drafting and sending out CCT invitations; managing the registration process; liaison and communication tasks; rapporteur and note-taking tasks
- Public relations-related tasks including maintenance of the CCT website; further strengthening CCTs social media presence and brand by developing targeted content and formats to transport CCT messages to a wider audience; networking and contact management; support in drafting of press releases and reports for the CCT website and social media
- Leadership on the spin-off format "CCT Junior"

Requirements and qualifications:

- Excellent command of English and Arabic(written and spoken)
- Strong communication skills and experience in working with social media (Instagram, Facebook, YouTube, Newsletter creation); basic knowledge of graphic and video editing is strongly desired
- Familiarity with climate-related and environmental topics in the German and Egyptian contexts at the levels of government, academia, and civil society



- Commitment, proactive attitude, reliability and flexibility as well as resilience; intercultural skills and understanding
- Understanding of Egypt's political, social, international and governmental affairs
- Understanding of Germany's foreign policy in the climate and environment-related fields
- Pleasure in working with people, capacity for teamwork
- Experience in event management and organization is an asset
- Knowledge of German is an asset

Applicants who are not Egyptian by nationality must have a valid visa and a working permit. A security check will be carried out before the signing of the contract.

Applications must include:

- Duly filled-in application form (see attachment)
- Letter of motivation
- Curriculum Vitae (CV)
- Supporting documents with regard to academic qualifications and work experience
- References

Please submit your application until 25 March 2023 at the latest by email to wiss-s1@kair.diplo.de with reference to "Cairo Climate Talks".

Incomplete or late applications will not be taken into consideration.

About the Cairo Climate Talks (<http://www.cairoclimatetalks.net/>)

Building on the strong partnership between Egypt and Germany in the fields of energy and environment, the German Embassy Cairo has initiated the Cairo Climate Talks (CCT) in 2011.

The Cairo Climate Talks form a series of events meant to provide a platform to exchange experiences, raise awareness and foster cooperation between policymakers, business, the scientific community and civil society. Monthly podium discussions with policymakers and prominent experts from Egypt, Germany and around the world are accompanied by capacity building workshops and round table discussions for practitioners from Egypt. The Cairo Climate Talks are currently held online due to ongoing restrictions.



Embassy
of the Federal Republic of Germany
Cairo



The CCTs are organized in close cooperation with the Egyptian Ministry of Environment, the German Academic Exchange Service (DAAD), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Egyptian German Joint Committee for Renewable Energy, Energy Efficiency and Environmental Protection (JCEE).