

TERMS OF REFERENCE

PART I:

- A. Job Title:** Grant Writing Specialist
- B. Duty Station:** MCIT – Mohandesien Premises
- C. Section/Unit:** ICT for Comprehensive Community Development Project (ICT4CCD)
- D. Project Reference:** Partnerships in Development Unit
- E. Organizational Setting:**
Reports to the Partnerships in Development Manager;
Normal working hours [8:30-3:30]; except in cases of emergencies.

F. Job Content:

Under the full supervision and monitoring of the Partnerships in Development Manager, the required specialist is responsible for providing support and assistance in various aspects of grant writing, fund raising, research, and administrative work.

PART II:

Duties & Responsibilities

Senior / junior Grants Specialist will have duties and responsibilities and not limited to as following:

- Develop in-depth research for knowledge of specific ICT4D policies and strategic issues
- Investigate the available private sector, local and international grant opportunities. Identifies new opportunities, reviews current and past grant sources for funding opportunities to determine target grant sources.
- Develop short articles for web site, Revise and edit documents, oversee independent consultants and researchers as needed.
- Write grants to private sector, local and international grant sources to achieve ICT4CCD objectives. Meets grant deadlines for notification, application and reporting.
- Initiate, coordinate, assemble and prepare materials for use in grant applications, including assigning sections to the appropriate teams, guiding the teams in completing the sections and following up to edit and ensure timely inclusion of all sections in the final grant application/report.
- Review, modify and share in implementing policies and procedures for grants administration and reporting. Plans and monitors grant writing and grant-funded activities, clarifying information to ensure uniformity and adherence to policies, procedures and granting agency requirements.
- Communicate and cooperate with funding agencies officials to fact-find, ensure appropriateness of application and compliance with granting requirements and regulations. Makes presentations to individuals, public and private organizations on ICT-TF, its mission, goals, activities, and development efforts.
- Organize meeting, workshop, and other relevant project's agenda for Partnership in Development Unit;
- Prepare and keep records of Unit's correspondence, documentation, reports, archive appropriately;
- Analyze statistical and fiscal reports to ensure compliance with implementation and reporting requirements;

- Assist in building a grant culture in the organization;
- Comply with all ICT-TF rules and regulations;
- Initiate research work and suggest new topics for study;
- Any other tasks as determined by Director of the unit;

PART III:

Qualifications:

- A degree in relevant fields; A master degree is a plus.
- Excellent research skills/ analytical skills, experience in socio development is a plus
- Excellent knowledge and use of computers and office software packages
- Excellent command of Arabic and English
- Good presentation, negotiation and communications skills.
- Analytical and report writing skills.
- Self-motivated and Achievement oriented

PART IV:

How to apply:

Please send your CV by email to info-ictfund@mcit.gov.eg & mmelnokrashy@mcit.gov.eg and write: *Grant Writing Specialist* in the email subject.

* Only candidates selected for an interview will be contacted.