



We build strength, stability, self-reliance and shelter.

Terms of Reference (TOR): Housing Innovation & Market Systems Senior Coordinator

I. Position Information:

Title: Housing Innovation & Market Systems Senior Coordinator
Duty Station: Cairo, Egypt
Start Date: 1 February 2025

II. Habitat for Humanity Egypt (HFHE):

Habitat for Humanity (HFH) is an international nonprofit organization founded in 1976 as the world leader in addressing the housing challenges faced by vulnerable communities. Today HFH works in more than 70 countries worldwide to empower people in the poorest communities to overcome the chronic lack of decent housing. HFH works in close cooperation with local communities and partners to help people in need to build, repair and renovate their homes thus improving people's strengths and self-reliance through adequate shelter. HFH constantly seeks new affordable solutions to make homes safer, more energy efficient, provide water and sanitation solutions, mitigate effects of disasters and support housing microfinance. HFH also seeks to influence the way housing and related shelter issues are assessed, prioritized and funded by local, national and international governments and inter-government forums.

HFH started operating in Egypt in 1989 and is currently operating in more than 40 communities in 5 governorates across Egypt in partnership with strategic local partners and community members. Its current programs include microfinance for housing improvement, building homes for the poorest of the poor, housing market systems including digital housing finance and markets, innovations and entrepreneurship in the housing sector.

III. Job Summary

Under the Supervision of the Senior Program Manager, the Housing Innovations and Market Systems Senior Coordinator will lead the development and implementation of HFHE portfolio related to improving housing conditions for target communities through access to private sector products, services and financing. S/He will lead the development and implementation of projects, manage relations with the private sector and local partners, and lead cooperation and communication with relevant stakeholders, ensure quality and timely implementation, documentation and reporting, and contribute to policy change that advances access to quality affordable housing in Egypt.

Habitat for Humanity Egypt

8 Salah Al Wakad St, 3rd floor, Suite 7 from Shams Al Din Al-Dahby St., El Golf, Nasr City, Cairo, Egypt
office: +202 419 5161 / 2 • fax: +202 419 5163

www.habitatgypt.org

IV. Expected Tasks:

- Lead the development and implementation of HFHE housing innovation and market-based projects and initiatives in line with HFH strategy.
- Support studies and research on housing market systems in Egypt and lead coordination with different stakeholders to advance affordable housing market systems solutions.
- Build partnerships and coordinate with stakeholders to strengthen Habitat Egypt's portfolio.
- Develop projects' documents including log frames, budgets, implementation plans, MEL plans and tools.
- Supervise the implementation of projects and activities to ensure quality delivery of services and effective implementation ensuring safety and efficiency, ensure quality and timely projects' reports, and lead the development of lessons learnt to guide future initiatives.
- Ensure that expenditures and budgets are well monitored, and activities are implemented in coherence with HFH policies and procedures and are completed within budget and schedule.
- Conduct partners' assessments (Performance Evaluation, Due-diligence, risk assessment, etc.) and support the development of new partnership agreements.
- Plan and organize capacity building activities for partners and volunteers based on regular capacity assessments and needs.
- Develop technical resources (e.g. standard operating procedures (SOPs), manuals) to guide interventions, drawing from international best practices, along with field specific observations.
- Promote strong community engagement in partnership with implementing partners, and as needed, participate in needs assessment activities, providing guidance on community engagement methodologies.
- Perform other relevant tasks as assigned by the Senior Program Manager and the National Director.

V. Required Skills & Competencies:

- Bachelor's degree in business administration, or other relevant discipline.
- At least five (5) years of professional experience in project management in a similar context with a good understanding of the housing market systems.
- Good understanding of the housing challenges of the vulnerable communities in rural and urban areas in Egypt.
- Excellent budgeting, documentation and reporting skills.
- Experience working with donors and understanding of donor requirements and how to meet them.

Habitat for Humanity Egypt

8 Salah Al Wakad St, 3rd floor, Suite 7 from Shams Al Din Al-Dahby St., El Golf, Nasr City, Cairo, Egypt
office: +202 419 5161 / 2 • fax: +202 419 5163

www.habitategypt.org

- Experience in supporting program staff and partners to work with communities in a sensitive and participatory manner.
- Excellent communication and reporting skills.
- Excellent English and Arabic languages skills
- Active support of HFHI Values:
 - **Humility** – We are part of something bigger than ourselves
 - **Courage** – We do what’s right, even when it is difficult or unpopular
 - **Accountability** – We take personal responsibility for Habitat’s mission
- **Safeguarding:** *HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct*

VI. Additional Skills:

- Strong planning and organization skills.
- Independent, self-starter, and creative.
- Ability to demonstrate a high level of professionalism.
- Appreciates cultural diversity and inclusion, safeguarding/ protection issues etc.
- Excellent IT skills; fluency in Microsoft Office package and the like; familiarity with other software is a plus.
- Ability to travel to Upper Egypt for missions.

VII. Desired Skills:

- Experience working in Upper Egypt.
- Experience working with international NGOs.
- Experience and/or interest in working in the housing sector in Egypt.
- Experience and/or interest in working in rural & urban development.
- Experience and/or interest in working in emergency response situations.

VIII. Remuneration:

Competitive salary and benefits



We build strength, stability, self-reliance and shelter.

I. Application Procedures

Please submit your CV along with a cover letter to hr@habitategypt.org, with the subject line clearly indicating your name and the position you are applying for (ex. FirstNameLastName_PositionTitle). Please do not attach any other documents while sending your applications, if required they will be requested at a later stage.

Please note that only shortlisted candidates will be contacted.

The Closing Date for Applications is 31 December 2024.

Habitat for Humanity Egypt

8 Salah Al Wakad St, 3rd floor, Suite 7 from Shams Al Din Al-Dahby St., El Golf, Nasr City, Cairo, Egypt
office: +202 419 5161 / 2 • fax: +202 419 5163

www.habitategypt.org