

Job title: **Policy Officer Culture and Development**

Unit/mission: **Netherlands Embassy Cairo**

Job level: **09**

Number of hours: **37.5**

General Features of Job

- ❑ As a policy officer you contribute to the following policy objective of the embassy: A more vigorous local cultural sector in Egypt contributing to social innovation and more participation in cultural events by diverse audience. Apart from the intrinsic value of culture, investing by the Embassy in culture is also primarily aimed at the strengthening of dialogue, trust and societal cohesion.
- ❑ The policy officer is responsible for managing the portfolio Culture and Development, thereby seeking synergy with adjacent working fields of the embassy.
- ❑ The tasks of the policy officer can involve adjacent policy fields if necessary.
- ❑ Core profile of employee:
 - You have a broad cultural and developmental interest and a social/political antenna.
 - You have a background in and/or experience with the Egyptian cultural world and know the institutions, individuals and policies. Similar background with respect to the Netherlands is of added value.
 - You can think and act independently in terms of policy, policy development and policy implementation and know how to translate and implement these to an actual portfolio of projects.
 - You are creative, focused externally, show initiative, possess intercultural sensitivity, good judgment, can plan and organize and exhibit an obvious integrity.
 - You are by nature a cooperative team player who likes to work together, share information and is willing to help colleagues.
 - You are proactive, flexible and dare to go out and are able to quickly build a relevant network.
 - You are eager to learn, enthusiastic and initiative-oriented.
 - You have a sharp pen, in impeccable English, and are able to report on developments in the cultural field.

Actual Duties

DUTIES AND RESULT AREAS

Description of duties:

1) Responsibilities for Projects

- ❑ In line with the embassy's multi-annual country strategy, cultural policy document for Egypt, annual plan, and other policy frameworks, manage the embassy's Culture and Development projects portfolio (including sports) with due attention to administrative aspects.
- ❑ To identify possibilities for (co) funding of projects/programmes falling under Dutch international development policy's priority area Culture and Development, often in collaboration with other sectors in the Embassy.
- ❑ To co-develop and review project proposals and budgets to ensure their compliance with policies and priorities, carry out extensive project appraisals, and draw up cooperation

agreements with implementing organisations.

- ❑ To review progress and discuss with implementing agencies and team leaders.
- ❑ To coordinate and participate in field visits.
- ❑ To appraise annual plans and progress reports as submitted by organisations funded.
- ❑ To appraise financial claims, requests for financial transfers in consultation with the financial controllers/budget administrator.

2) Policy and Reporting

- ❑ Representing the Kingdom of the Netherlands at relevant donor coordination meetings when needed. Operate in relevant policy networks in order to engage in policy dialogue and exert influence to further Netherlands policy objectives.
- ❑ To follow developments in Dutch policy on relevant topics.
- ❑ To follow developments in Egypt in areas/sectors relevant for the Netherlands policy.
- ❑ Update the cultural policy periodically.
- ❑ To establish and maintain a diverse network of contacts within governmental agencies, national councils, civil society organizations, and multi-lateral and bi-lateral donor agencies.
- ❑ To report on cultural issues that are relevant to the Netherlands broader agenda and forms an input to broader policy making.

3) Support to the Embassy

- ❑ To draft and prepare speeches, talking points, and background notes for the Netherlands Ambassador and members of the Management Team on relevant issues.
- ❑ To actively participate in relevant embassy cluster meetings.
- ❑ To contribute to the embassy's annual plan, as well as annual progress reports on relevant policy themes.
- ❑ Advising on grant proposals - upon request – directed to the Dutch Cultural Funds (for example the Prince Claus Fund, the NIA or the Mondriaan Foundation) as well as getting the advice of third parties.

Description of Result Areas:

- ❑ Culture and Development projects are selected, monitored and reports submitted in line with the rules and regulations of the Netherlands Ministry of Foreign Affairs and according to the policies and strategies of the Embassy in Cairo.
- ❑ The budget allocated for culture has been spent.
- ❑ Synergy has been achieved with adjacent policy fields like gender and human rights.
- ❑ Significant contributions are made to the identification and assessment of new activities and projects in the cultural areas.
- ❑ The Embassy's profile and network in the cultural field has been strengthened.

WORKING ENVIRONMENT

- ❑ The embassy in Cairo is the second largest mission of the Netherlands in Africa with 38 employees, 14 of which are deployed from the Netherlands. The embassy is active in the fields of politics, economy, agriculture, water, energy, climate, migration, culture, gender and defense.
- ❑ The Embassy believes in the New Way of Working, that emphasizes mutual cooperation. Work takes place in six clusters, which correspond with the themes of the Multi-year

Country Strategy and the Annual Plan. By working together on themes, employees are better able to reinforce each other's contributions, to learn from each other and to improve mutual communication instead of working in silo's.

- ❑ The policy officer will be supervised by the Deputy Head of Mission and will work in close cooperation with colleagues working on related social themes of gender and human rights.

Knowledge, Experience and Skills

- ❑ Level of education: Master's degree, preferably in development studies, political science or arts & culture.
- ❑ Level of experience: At least 5 years of relevant working experience in Egypt, preferably with donor countries, NGO's, academia, think tanks and/or international organisations.
- ❑ Having knowledge of Egyptian (and preferably Dutch) cultural policies and relevant networks.
- ❑ Understanding of social and specialised developments in relation to the areas in which the embassy operates. Being able to seek synergy.
- ❑ Strong analytical skills.
- ❑ Knowledge of project management, methods and techniques for drawing up project plans and performing evaluations, and skill in using them.
- ❑ Understanding of relevant ministerial frameworks and legislation in the policy areas concerned.
- ❑ Skill in translating insights and information into advice, plans and reports, and in assessing their policy and financial implications.
- ❑ An entrepreneurial spirit to engage in developmental diplomacy.
- ❑ Excellent knowledge of English and Arabic (both spoken and written), knowledge Dutch is an advantage.
- ❑ Financial literacy: ability to relate budgets to programmatic results.
- ❑ Computer literate: ability in Outlook, Word and Excel, ability to quickly adapt to new information management applications.
- ❑ A self-starter and able to work in a structured manner.

How to apply

If you are interested in applying for this position, please send your CV and motivation letter to KAI@minbuza.nl

Deadline: Wednesday 4th August 2021, 5 PM