

Terms of References

Technical Communication Officer

1. Background

The Government of Egypt, represented by the Ministry of Environment (MOE) in coordination with the United Nations Development Programme (UNDP) and the Global Environment Facility (GEF) are cooperating in implementing a five year project entitled "Human Health and Environment: Unintentional Releases of Persistent Organic Pollutants (POPs) Originating from Incineration and Open Burning of Health care- and Electronic Wastes."

The project objective is to prevent and reduce health and environmental risks related to POPs and harmful chemicals. That will be through the provision of an integrated institutional and regulatory framework covering environmentally sound health care waste and e-waste management. The project will reduce emissions of Unintended release of Persistent Organic Pollutants (UPOPs) as well as other hazardous releases (e.g. mercury, lead, etc.) resulting from the unsound management, disposal and recycling of a) Health-Care Waste (HCW) - in particular due to substandard incineration practice and open burning of HCW; - and, b) Electronic Waste, - in particular due to the practice of unsound collection and recycling activities, in addition to open burning of electronic waste-. The project objective will be achieved by i) determining the baseline for releases of UPOPs and other hazardous substances (e.g. mercury, lead) resulting from unsound HCW and E-waste practices; ii) conducting facility assessments; iii) building capacity among key stakeholders; iv) implementing BEP at selected model hospitals, Health-Care Facilities (HCFs) and a Central Treatment Facility (CTF); v) introducing BAT and BEP to formal and informal E-waste processors; vi) preparing health care facilities for the use/maintenance of non-mercury devices followed by introduction of mercury-free devices; vii) evaluating facilities to ensure that they have successfully implemented BEP; viii) installing and evaluating BAT technology(ies) at one CTF based on a defined evaluation criteria; and, xi) enhancing national HCWM training opportunities to reach out to additional hospitals/HCFs.

2. Scope of Work

Providing administrative support to the Project staff, to deliver the project outcomes efficiently and effectively - through implementation of the following tasks:

- 1) Coordinate various tasks of the project activities as advised by the Project Manager.



- 2) Coordinate with relevant consultants, stakeholders and other ministries as needed to receive their technical input on specific related project issues.
- 3) Support the preparation of all project meetings and workshops & develop their reports.
- 4) Follow-up on the work conducted by various technical experts and prepare reports in a timely and professional manner to the Manager.
- 5) Be responsible for the update of the project web site in Arabic and English.
- 6) Compile press releases for the project activities and success stories in Arabic and English
- 7) Assist in drafting TORs, RFPs and logistical arrangements for meetings, workshops and study tours;
- 8) Assist with routine systematic monitoring and evaluation activities in close consultation with project manager and UNDP;
- 9) Conduct all communication between the project management unit, UNDP and EEAA.
- 10) Troubleshoot any technical or administrative problem.

3. Qualifications

- A university degree with a combination of two years professional and academic qualifications in the field of environment.
- At least 10 years of experience in projects related position and/or administrative position.
- Experience in handling multi tasks at the same time and working under pressure
- High communication and presentation skills.
- Proficiency in Arabic and English language.
- Ability to work to meet deadlines with good prioritization and time management skills.
- Good computer literacy, with knowledge of Microsoft Office applications including Word, Excel and Outlook.

4. How to apply

Interested applicants are requested to submit CVs electronically to:

khaled@mewm-egypt.net no later than October 31st, 2017.

