



## JOB VACANCY

### Tahrir Monologues

#### Title: Project Manager

#### **About Tahrir Monologues:**

Tahrir Monologues is a performance of true stories and testimonies from the 18 days of the revolution.

The team opens a call for stories written by anyone documenting an experience he lived in Egypt during the 18 days of the revolution then the same stories are performed on stage. The stories highlight the human aspect rather than the factual/historical/political one. The project offers alternative documentation of the 18 days of the revolution.

**Position Title:** Project Manager  
**Position Location:** NM Office, downtown Cairo

#### **Responsibilities:**

- Constantly monitor all the operations of the project and coordinates between the different functions
- Manages day-to-day operational aspects of the project
- Responsible for Event management
- Checking and applying for funds
- Identifies resources needed and assigns individual responsibilities
- In charge of budget and fund allocation
- Works on the Development of ideas and future plans for the project with team
- Management of volunteers & hiring of staff
- Finding & contacting Venues
- Supervises and manages the publicity team
- Ensures project documents are complete, current, and stored appropriately

#### **Required Qualifications:**

- 1- Bachelor's degree
- 2- Excellent writing skills in both English and Arabic
- 3- Excellent analytical and reporting skills
- 4- Heavy user of Social Networking websites such as Facebook, Twitter & Youtube
- 5- Excellent computer & MS Office skills
- 6- Strong initiative, ability to work independently, self motivated and innovative

Interested candidates should email their CV to [ejobs@nahdetmasr.org](mailto:ejobs@nahdetmasr.org)