

## **EES CAIRO OFFICE MANAGER (EGYPT) JOB DESCRIPTION**

Reports to: Country Director / Director

Level: Administration

Salary: EGP£50,000-70,000, pro rata, per month (i.e. EGP£600,000-£840,000 pro rata, per annum)

Contract: PT (0.8FTE, 4 days per week), two-year fixed-term position (with possibility of extension)

Location: The Egypt Exploration Society, British Council, Agouza, Cairo\*

Start date: May 2026

\* The Cairo Office Manager will be expected to work from the EES Cairo Office, with opportunities for remote working.

### **Purpose**

- Represent the Society in Egypt in the Country Director's absence
- Responsible for the efficient and professional running of the EES Cairo Office including maintaining working relationships with major stakeholders in Egypt

The Cairo Office Manager will be expected to carry out additional duties reasonably commensurate with being a member of a small and flexible staff team.

### **Principal Tasks**

#### **a. Research management**

- Facilitating EES researchers including conducting due diligence on suppliers, booking hotels/transport/event venues, organising events/conferences/workshops.
- To manage the Society's field equipment by:
  - Maintaining the Society's inventory of specialist field equipment kept in Cairo (currently at the Society's office and in secure storage at the British Embassy).
  - Ensuring that it is stored securely and in suitable conditions when not in use.
  - Maintaining a diary for the loan of equipment to enable Project Directors to plan effectively for its use and to ensure that items are removed and returned in a timely fashion.
  - Maintaining a record of loans including notes on condition and state of repair.
  - Arranging for all necessary maintenance and repairs to be undertaken in a timely fashion in between seasons so as not to delay or disrupt its use.
  - Liaising with the London Office to ensure that all equipment is suitably insured.
  - Making equipment available to non-EES-supported researchers when it is not required by EES-supported teams, and to check that they have paid a deposit and fee (to be arranged with the London Office) in each case.
- To maintain records of any additional property belonging to the Society and not kept in Cairo and to ensure it is kept securely and in good condition.
- Following successful completion of the probationary period, the Director and/or Country Director may, at their discretion, grant paid research leave to work on an EES-affiliated project (subject to core tasks being completed/maintained). The Society's support in the project must be acknowledged publicly.

#### **b. Office management**

- Oversee day-to-day running of the EES Cairo Office
- Ensure that adequate insurance is in place for activities organised by the Cairo Office

- Work with the Head of Operations to ensure that adequate security is in place for items stored and managed by the Cairo Office, including cyber security.
- Work with the Head of Operations to ensure that appropriate policies are in place to safeguard staff and visitors at all times.
- To receive copies of the Society’s publications and to distribute them to colleagues as required.
- Organise a regular event programme that is advertised at least a month in advance. Including:
  - Public lectures
  - Education and training events for local stakeholders and students

**c. Communications**

- To liaise with the Society’s Engagement Manager in the London Office to ensure that events and notices are communicated via the central system to supporters.
- Provide timely reports on activities to the EES website and other communication channels
- Maintain strong working relationships with stakeholders in Egypt including the Ministry of Tourism and Antiquities, British Embassy, British Council, heritage organisations and institutions, universities, and museums, etc.
- Assisting with fundraising events and communications as required

**d. Finance management**

- To manage a limited budget covering the Cairo Office activities, including income from ticket sales, and expenditure from travel, room bookings, speaker fees, etc. The London Office should be alerted of any overspend as soon as possible and directly billed wherever possible.
- To provide detailed reports on the Society’s finances to the Head of Finance in the London Office in a timely manner (at least quarterly) and in advance of the meeting of the Finance Committee.
- To ensure that all working practices in the Cairo Office are in line with British Council regulations for Health and Safety.

**Person Specification**

The following is a person specification, based upon the above job description.

<b>Essential</b>	<b>Desirable</b>
Qualified to a <u>minimum</u> of Master’s level (i.e. MA, MPhil, MRes, PhD, DPhil, etc.) in a relevant discipline	Familiarity with use of social media, experience of working with websites, etc.
Proficiency in written and oral communication in English.	Knowledge of the field of Egyptology and its main practitioners
Proficiency in written and oral communication in Arabic.	Member of the EES (past or present)
Experience of managing a small team in a non-profit setting.	Experience of managing an office environment
Excellent IT skills	
Self-motivated, organised and able to prioritise	
Flexible and enthusiastic	
Cultural sensitivity	