

## **USAID-funded Egypt Center of Excellence for Energy (COE)**

**Arizona State University, Ain Shams University, Aswan University, and Mansoura University.**

**Technical Advisor**

**Location: Egypt**

**Job Title: Technical Advisor**

Arizona State University is seeking an experienced Technical Advisor to be part of the USAID-funded Center of Excellence for Energy (COE) project. The COE project is a partnership between ASU-US and three Egyptian partner universities (EPUs): Ain Shams University, Aswan University, and Mansoura University. The Technical Advisor, working closely with the Director and In-country Director, will implement a wide range of technical and academic programs in Energy for COE. The Technical Advisor will work closely with the faculty at the ASU and Egyptian partner COE Team. The Technical Advisor will also interface with USAID, and the stakeholders and partners in the Egypt energy sector.

### **Responsibilities:**

#### **Technical Activities:**

- Develop, implement, and assist the COE activities including all the components, curriculum, labs research, workshops, stakeholders and industry interactions, strategic plan, exchange program, and other academic and technical activities.
- Serve as liaison between Egyptian university faculty and ASU faculty.

#### **Governance:**

- Organize and manage various center committee meetings, stakeholder meetings, etc.
- Interact with EPU faculty, stakeholders, industry leaders, EG, ministries, and others.
- Assist in the development and implementation of strategic plan and roadmap.
- Interact with the stakeholders to develop a network with Egypt's energy industry and government partners to support the Center.

#### **Curriculum:**

- Assist COE in the assessment of the center.
- Direct and manage ASU and EPU's curriculum assessment.
- Development and identification of new courses and labs.
- Work with ASU and EPU in technical review of the curriculum.
- Hold regular meetings with ASU faculty to review the new curriculum.
- Organize and attend the curriculum committee meeting.

#### **Research:**

- Assist COE in the identification of key research areas.
- Direct and manage ASU and EPU's research process, review, assessment, and implementation of new research projects.

- Work with ASU and EPU in technical review of the research projects.
- Hold quarterly meetings with EPU's and ASU faculty to review the research progress.
- Organize and attend the research committee meetings.

#### **Exchange Program:**

- Assist COE in exchange program process, interview, and technical support.
- Assist the EPU students/faculty to interact with the ASU-US faculty on exchange program.
- Manage ASU and EPU's exchange program process, review, assessment, and implementation exchange program.
- Assist with processes related to the selection, interview, training, and orientation of scholars participating in the Center's exchange visitor program.
- Work with ASU and EPU in technical review of the exchange program.
- Hold regular meetings with students/faculty on the exchange program progress in a quarterly basis.
- Interact with the deans, faculty, and various committees on the exchange program related activities.

#### **Sustainability:**

- Assist in the development of center sustainability strategy including technical, marketing, and implementation plan.
- Identify fund raising activities such as certificate programs, workshops, proposals, etc. to support the center.
- Support the development of technology center.

#### **Workshops, Seminars:**

- Provide technical support to the center by assisting with the development and facilitation of technical seminars and workshops in Egypt.
- Draft short reports summarizing technical workshop and meetings with Egypt university faculty, industry representatives and stakeholders.

#### **Internships:**

- Identify and organize internships with Egypt's energy industry for Egyptian university students.

#### **Operations and Monitoring Evaluation and Learning (MEL) Support:**

- Support processes related to project management, operations, communications, and monitoring and evaluation.
- Meeting summaries, emails, draft reports, and correspondence
- Assist with drafting and reviewing quarterly reports.
- Other activities as identified by the Center Director and In-country Director.

#### **Minimum Qualifications:**

- PhD in Electrical Engineering, Mechanical Engineering, or other energy related areas
- Minimum five (5) years of academic experience

- Preferred 5 years of industrial or equivalent experience in the energy sector.
- Strong research experience in energy areas.
- Active research in the energy area with strong publication record.
- Familiarity with Egyptian universities and energy sector.
- Experience with curriculum development, and other energy areas.
- Ability to work effectively in a fast-paced dynamic environment subject to quickly changing priorities and potentially conflicting deadlines.
- Language Proficiency: Level IV English and fluent Arabic required.

**Desired Qualifications:**

- Language Proficiency: Level IV (fluent) oral and written English and level IV (fluent) oral and written Arabic.

**Working Environment:**

- The position is full time and will be at the COE office and will interact with administrators, faculty, and students working at COE. May travel to various locations within Egypt or US or elsewhere.

**To Apply:**

- Please send your resume or CV to [coe-egypt@asu.edu](mailto:coe-egypt@asu.edu) and include COE Technical Advisor in the subject line.