

Call for Project Assistants

Position: Six Project Assistants in three types of roles

Project: Bazar Abbas Recovery Lab of Port Said

Offered by: Middle East Cooperation Unit at the Chair of Landscape Architecture, Faculty VI of Brandenburg University of Technology

Duration: 6 months

Working Hours: Part-time at 20 hours per week

Start Date: 15 July 2025

Application Deadline: 27 June 2025

Project Background

These positions support the second phase of the project titled *Bazar Abbas – Recovery Lab of Port Said*, funded by the British Council's Cultural Protection Fund in partnership with the UK Department for Digital, Culture, Media and Sport.

The project contributes to the heritage-led recovery of Port Said's inner city, with a particular focus on the rehabilitation of Bazar Abbas as a catalyst for local regeneration. It combines capital works with community engagement and cultural documentation.

The scope of work includes the following components:

1. Capital work

This involves physical conservation and reconstruction activities on the historic Bazar Abbas building to address structural risks, improve safety, and enhance usability. This includes:

- Structural stabilisation to mitigate risks to users' safety due to foundation settlement, soil movement, erosion, and water infiltration. This includes underpinning and reinforcing weakened elements such as walls, columns, beams, and floors.
- Termite treatment and preventative conservation, including improved drainage and sealing of cracks to protect the building's original organic materials.
- Reconstruction of the southern roof wing to prevent further water damage and exposure to the elements. Reconstruction of internal circulation elements such as the staircase, connecting bridges, and the rear terrace to improve access and visitor movement.

2. Stakeholder Engagement and Local Management

This component focuses on working with the bazar’s tenants, local authorities, and other stakeholders to build a shared approach to the site’s future use and care. Activities include:

- Designing and delivering a structured stakeholder workshop with bazar tenants, owners, and local entities.
- Supporting the development of a local management framework that enables sustainable community-based conservation and maintenance of the site.
- Providing training in sustainable heritage management to equip community members with long-term planning and caretaking skills.

3. Documentation and Publication

To ensure broad access to the knowledge and experiences generated by the project, this component focuses on research, writing, and visual communication. It includes:

- Preparing a comprehensive publication that tells the story of Bazar Abbas, the history of Port Said, and the project’s evolution over the past two years.
- Documenting the outcomes and processes of previous workshops and interventions, including both community-level and professional activities.
- Contributing to the design and production of printed and online materials for local and international audiences.

Tasks and Required Skills

We are seeking six early career professionals (with 3 to 5 years of relevant experience) to support different dimensions of the project. Successful candidates will work in one of the three following roles:

Role A. Project Assistant – Site Monitoring (2 positions), Reference (SM)

Tasks:

- Monitor site activities and construction progress to ensure compliance with technical specifications and conservation guidelines.
- Document site conditions and progress reports (photos, drawings, notes).
- Serve as a communication bridge between the project consultant and the contractor.
- Report safety, quality, and scheduling issues to the supervising engineer or architect.

Required Skills:

- Basic knowledge of construction methods and building materials.
- Experience working on construction sites, ideally with conservation or heritage projects.
- Degree in architecture, civil engineering, or related field.
- Good documentation and communication skills.
- Attention to detail, ability to work under supervision and independently.

Role B. Project Assistants – Stakeholder Engagement (3 positions), Reference (SE)**Tasks:**

- Assist in the planning, logistics, and facilitation of stakeholder workshops with bazar tenants, local authorities, and community members.
- Support the collection and analysis of stakeholder input.
- Contribute to the development of a local management framework for the site.
- Help produce workshop documentation and reports.

Required Skills:

- Strong communication and interpersonal skills.
- Experience with participatory methods, public engagement, or community development.
- Background in architecture, urban planning, heritage studies, or social sciences.
- Fluency in Arabic; working proficiency in English is a plus.

Role C. Project Assistants – Documentation & Publication (2 positions), Reference (DP)**Tasks:**

- Support the research, writing, and editing of a printed and online project publication.
- Organize and synthesize materials from past workshops, events, and fieldwork.
- Assist with layout and visual documentation (photography, diagrams, maps, etc.).
- Contribute to coordination with graphic designers, editors, or translators if needed.

Required Skills:

- Excellent writing and editorial skills in English.
- Ability to organize and present complex information clearly.
- Background in architecture, urbanism, history, design, or journalism.

Familiarity with visual documentation and basic graphic layout tools (e.g., InDesign, Illustrator, Canva) is a plus. knowledge of Arabic is a plus.

Additional Information

Eligibility: Priority will be given to Egyptian applicants, with particular encouragement for qualified professionals from Port Said to apply.

Remuneration: The salary will be offered in line with local professional standards in Egypt.

How to Apply

Interested candidates are invited to submit the application, including the following documents:

1. Letter of Application (maximum 1 page)
 - Clearly state which role you are applying for by writing “Role A, B, or C” in the title of the letter.
 - Briefly explain your motivation, relevant experience, and what you hope to contribute to the project.
 - If you are open to more than one role, please indicate your preferences clearly.
2. Curriculum Vitae (CV) (maximum 3 pages)
3. Portfolio
 - Provide samples of your work relevant to the role you are applying for (e.g., community engagement, documentation, writing, site work, technical drawings, layout, etc.).
 - For those applying to Role C – Documentation & Publication, please include one sample of your writing (article, report, essay, or equivalent) as part of the portfolio.

If this job advertisement appeals to you, please send your application document as **a single PDF file not exceeding 10 MB** to Ms. Samar Abdelaal: abdelsam@b-tu.de. **Please format the email subject as follows: (LASTNAME_PositionReference_Application).**