

Call for Applications for the position of Project Manager

SimSim-Participation Citoyenne is a Moroccan independent non-profit organization that aims to use information and communication technologies (ICT) to support and facilitate the participation of citizens in the management of public affairs in accordance with the best practices of good governance.

1- Job Description (Roles and Responsibilities):

As part of the “Innovation For Change” project, SimSim-Participation Citoyenne is launching a call for applications for the position of project manager.

Under the supervision of the executive director of SimSim-Participation Citoyenne, the project manager will be in charge of the following tasks and responsibilities:

Project management :

- The Project Manager is responsible for the proper technical and financial execution of the “Innovation for Change MENA” project, he/she is the guarantor of the proper planning and execution of activities, the management of relations with the partners/consultants of the project, the application of the internal procedures of SimSim and those of the donors.
- The Project Manager is responsible for preparing activity reports and managing consultant contracts. He/she is directly responsible for managing the project team and monitoring and evaluating its performance.

Monitoring and Reporting:

- Develop monitoring and evaluation tools: Facilitating the collection of data, monitoring activities, evaluating the results obtained, and capitalizing the achievements and learnings;
- Carry out systematic data collection, ensure their assembly and compilation into a monthly/quarterly/annual monitoring and evaluation progress report;
- Draft various documents within the framework of the project (activity reports, brochures, communication materials, meeting minutes, etc.);
- Develop quarterly narrative performance reports;
- Ensure periodic monitoring of the various project activities.

Communication and Events:

- Organize and lead meetings and exchanges with the various project stakeholders;
- Manage the project's social media and different outreach and communication actions.

Coordination and Networking:

- Maintain regular and efficient coordination with the various project partners;
- Represent the organization at events related to the project;
- Identify and recruit experts for the conduct of the technical consultations of the project.

2- Required Qualifications, Skills, and Experience:

- University education: A minimum of Bac + 3 level of studies in the fields of law, political science, or journalism;
- Computer skills (Microsoft Office: Word, Excel, PowerPoint, Google Drive, etc.).
- A Minimum of 5 years of experience in project management;
- Good command of classical Arabic and French and English (Fluency in English is a must);
- Solid knowledge of the actors and relevant themes of civil society in Morocco;
- Ability to work in multicultural environments;
- Versatility and initiative;
- Good organizational and teamwork skills;
- Solid knowledge of financial management of projects;
- Good relational skills.

3. Application Documents:

Interested candidates are requested to send the documents below by email with the subject "Application - Project Manager 22", before March 10, 2022, to the following address: job@simsim.ma:

1. A detailed and updated CV;
2. A cover letter indicating the candidate's salary expectations;
3. Two professional references.

4. Employment Conditions and Benefits:

- The position is to be filled immediately;
- One-year fixed-term contract with possibility of renewal including a one-month probation period
- Social and medical insurance and coverage in accordance with the legislation in force;

N.B.:

- Only complete applications meeting the required criteria will be considered;
- Only selected candidates will be contacted;
- The selection process will be carried out in two distinct phases (An interview and a written test).