

Position Announcements

US Programs Officer

The Moroccan-American Commission for Educational and Cultural Exchange (MACECE), based in Rabat, is seeking to hire a dynamic, highly motivated individual to assume the role of US Programs Officer. This position is primarily responsible for the program management of Americans coming to Morocco on Fulbright grants including US Scholars, Student Researchers, English Teaching Assistants and Fulbright-Hays Doctoral Dissertation Research Abroad recipients.

The Organization:

For over 35 years, the Moroccan-American Commission for Educational and Cultural Exchange (MACECE) has been working to promote the spirit of traditional friendship between the peoples of Morocco and the United States of America by facilitating academic and cultural exchanges between American and Moroccan citizens. The binational Commission administers a wide range of research, study and teaching grants, chiefly within the context of the worldwide Fulbright Educational Exchange Program.

The Program:

The Fulbright Program is the flagship international exchange program sponsored by the US government, with the goal of increasing mutual understanding and promoting leadership development.

Duties and Responsibilities:

- **Program Planning and Management:** including application and selection committee coordination, preparation of grant documents, program reporting and evaluation, alumni programming and support, collaboration with US Department of State, Fulbright Commissions, and other cooperating agencies and local partners (host institutions), placements, travel arrangements, cross-cultural and program information dissemination,
- **Grantee Oversight:** support and supervision of participants including health, safety and risk management, 24/7 emergency phone support,
- **Event Management:** the development and coordination of all programming for US grantees in Morocco including but not limited to pre-departure and in-country orientation, teacher training week, in-service workshops, regional enrichment workshop, and annual research symposium.

Required Skills, Experience and Core Competencies:

Academic Background

- At least Bac+5 in related field

Professional experience

- 2-3 years of work experience in program and project management / Grants management / NGO / universities student services / study abroad
- Experience working with US or international students/study abroad students preferred
- Experience living in US or another country preferred

Core competencies

- Crisis management
- Mastering of safety and security measures
- Computer proficiency including Office suite (Word, Excel, Powerpoint)
- Communication skills (written and spoken: English)
 - Good level of written and spoken French is preferred
 - Working level of Moroccan Darija preferred but not required
- Presentation skills

Managerial and behavioral competencies

- Problem solving
- Time and deadline management
- Interpersonal communication
- Responsiveness
- Teamwork
- Initiative
- Creativity
- Public speaking
- Ethics and confidentiality
- Open-mindedness and adaptability

Other

- Ability to work nights or weekends when required for events or emergencies
- Ability to manage 24/7 emergency phone
- Ability to travel internationally and domestically
- Driver's license preferred

Interested candidates are invited to send a detailed CV and a motivation letter (both written in English) to: h.elbastami@fulbright.ma by February 18, 2022 at 5pm

Community Engagement Officer

The Moroccan-American Commission for Educational and Cultural Exchange (MACECE), based in Rabat, is seeking to hire a dynamic, highly motivated individual to assume the role of the Community Engagement Officer. This position is primarily responsible for raising awareness about the Commission and its programs through various in-person and virtual marketing channels (including social media) and actively engaging with the alumni community. The Officer holds the primary responsibility of recruiting highly competitive profiles for a portfolio of exchange programs.

The Organization:

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The Program:

The Fulbright Program is the flagship international exchange program sponsored by the US government, with the goal of increasing mutual understanding and promoting leadership development.

Duties and Responsibilities:

- **Outreach and Recruitment:** design and execution of an outreach strategy to increase brand awareness of the Commission's programs and to recruit diverse and competitive profiles to apply for scholarship opportunities; the outreach plan is directly linked to KPIs

- **Communication:** utilization of a variety of in person and virtual tools and strategies to market the Commission and its programs to a wide and diverse constituent base; includes designing and delivering media content, strong oral presentations, drafting newsletters, press releases, reports and other relevant communication strategies; serve as a key liaison and ambassador of the Commission with a variety of high-level partners and stakeholders

- **Alumni Engagement:** development and strengthening of the Commission's alumni community in Morocco and the United States through creative and sustained communication, event management, and engagement

Required Skills, Experience and Core Competencies:

Academic Background

- At least Bac+5. Major in Communication and Marketing

Professional experience

- 2-3 years minimum, in marketing / recruitment functions (supporting alumni engagement activities and/or supporting outreach for scholarship, fellowship, or exchange programs of higher education institutions)

Core competencies

- Digital Marketing
- Community Management
- Events organization
- Content creation and editing
- Computer proficiency including Office suite (Word, Excel, Powerpoint)
- Oral presentation skills
- Language competencies:
 - A professional level of verbal and written English
 - A good level of French is preferred but not required

Managerial and behavioral competencies

- Communication skills
- Creativity
- Detail oriented
- Responsiveness
- Teamwork
- Demonstrating sensitivity in dealing with differing ideas and opinions
- Independent thinker
- Initiative
- Problem solving
- Ethics and confidentiality
- Open-mindedness and adaptability
- Professionalism
- Ability to prioritize workload
- Ability to manage concurrent projects with tight deadlines with strong track record of meeting deliverables

Other

- Ability to travel domestically and internationally
- Driver's license (Permis B)
- Ability to learn new software quickly
- Ability to work evenings and weekends as required

Interested candidates are invited to send a detailed CV and a motivation letter (both written in English) to: h.elbastami@fulbright.ma by February 18, 2022 at 5pm