



PVE for Peace

Phone: 00212655558706

website: www.pveforpeace.com

Email: contact@pveforpeace.com

Address: 5 AV YOUSSEF IBN TACHFINE ETAGE 2 N 3 TANGER, Maroc

Call for Applications

Programs Associate – Entry Position

Based in Tangier, Morocco

About us:

We are an international social enterprise specialized in transforming conflicts, building sustainable peace, and promoting development through strategic communications. We support organizations, companies, and governments to develop and implement practical skills and solutions that would enable them to achieve their objectives, engage and empower their audience and stakeholders, and create a long-term impact.

Our main services include online and offline capacity building programs, communication services, projects management, and monitoring and evaluation. In our work, we use the latest, the most innovative, and contextualized approaches and techniques to support our clients and partners in achieving a long-term impact.

Position:

PVE for Peace is looking for a dynamic Programs Associate based in Tangier, Morocco (remote work is not possible) with the ability to travel to other cities for short assignments when needed and with a background in development, management, and business development.

Tasks:

- Support in writing tender offers, methodologies, and project proposals in French and English;
- Support in managing communication and capacity building projects;
- Draft articles, training reports, and newsletters;
- Draft communication and marketing materials;
- Translate documents between English, French and Arabic.
- Develop and implement training needs assessments ;
- Support in the content development of online and classroom-based training curriculums;
- Identify and screen suitable consultants, employees, and interns;
- Develop and implement training needs assessments ;
- Engage and communicate with partners and clients, interns, consultants, and service providers;
- Oversee the social media platforms of the company.

Qualifications:

- At least three years of university studies in communication, translation, public law, English/ French studies, management, or a relevant field.
- At least 1 year of experience in the form of an internship or volunteering in a civil society organization.

- Excellent linguistic skills in English, French, and Arabic.
- The ability to translate documents from English to French/ Arabic, and vice versa.
- The ability to write analytical reports in French, Arabic, and English.
- The ability to draft different types of documents in French, English, and Arabic.
- Previous experience in organizing events, workshops, and trainings.
- Previous experience in facilitating workshops and focus groups.

Application:

If you are interested to join and benefit from a dynamic and youthful team, please send your CV, cover letter, and your salary expectation (required) no later than April 15th, 2022 to: contact@pveforpeace.com.