



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Education Senior Program Assistant
Position grade	<b>G6</b>
Duty station	Tangier, Morocco
Contract	1 year
Reports directly to	Education specialist
Number of Direct Reports	NA
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The Morocco Community Resilience Activity (MCRA) is a five-year Program funded by the United States Agency for International Development (USAID) and implemented by the International Organization for Migrations (IOM). MCRA targets underserved and marginalized individuals in urban and peri-urban environments, specifically in northern cities of Morocco: Tangier, Tetouan, M'diq-Fnideq and Al Hociema. The Program implementation is from June 14, 2019 to March 31, 2024. MCRA program is supporting several local associations in their technical and organizational capacity building processes.</p> <p>The Senior Project Assistant will support the integration of MCRA's Education activities in implementing partners structures, ensuring the use of appropriate and up-to-date project management and project development principles.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p>Under the direct supervision of the Education Specialist and in consultation with the Organizational and Institutional Development (OID) Unit, the Education Senior Program Assistant will support partner associations implementing MCRA's education activities, institutionally integrating these activities in their respective structures in a way that insures the homogeneity of actions, the complementarity of interventions, the sustainability of resources and the ability of cross-learning.</p> <ol style="list-style-type: none"><li>1. Under OID guidance conduct organizational assessments of education departments in partner associations</li><li>2. Contributes in providing capacity building actions to education staff in partner associations around project development principles.</li></ol>	

3. Draft proposals of organizational configuration of education departments specific to each partner association.
4. Assist in the maintenance of existing and new partnerships with key education stakeholders.
5. In close collaboration with OID Specialist, assess the financial capabilities of education departments in partner associations and Contribute to the development of new fundraising opportunities.
6. Assist the education departments in partner associations in data management.
7. Support the education departments in partner associations in any other relevant activity such as drafting project proposals, participation and liaison with donors and national counterparts, etc.
8. Participate in meetings and workshops held by MCRA's Education component.
9. Contribute to the implementation of Education Work Plan activities.
10. Contribute to the achievement of the Education component's goals.
11. Coordinate with other MCRA's components and participate in other components' actions.
12. Perform such other duties as maybe assigned by the Education Specialist

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- University degree (minimum Bachelor's degree) in Education, Political Science, Cooperation and Development, Social Sciences, Laws, or a related field from an accredited academic institution with five years of relevant professional experience.;

##### **EXPERIENCE**

- Confirmed experience of work in the field of Education, social development, youth inclusion, networking, cooperation, or project development.
- Previous experience in project coordination, follow-up and monitoring.
- Experience working with vulnerable groups is an advantage.

<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• Knowledge of the topics of Education, social development, and/or project management is compulsory</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills;</li> <li>• Know how to work in a multicultural environment;</li> <li>• Analysis and synthesis skills;</li> <li>• Good skills with office software, including Microsoft Office tools such as Word, Excel and PowerPoint.</li> </ul>	
<b>V. LANGUAGES</b>	
Required <i>(specify the required knowledge)</i>	Desirable
French et Arabic	English
<b>VI. COMPETENCIES<sup>1</sup></b>	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p><b>Values</b> - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul> <p><b>Core Competencies</b> – behavioural indicators <i>level 1</i></p> <ul style="list-style-type: none"> <li>• <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.</li> <li>• <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate.</li> <li>• <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>• <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.</li> <li>• </li> </ul>	

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.