



DEPUTY DIRECTOR FOR CORPSAFRICA/MAROC

POSITION DESCRIPTION & RESPONSIBILITIES

About CorpsAfrica:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to be “Peace Corps Volunteers” in their own countries. CorpsAfrica Volunteers participate in a Pre-Service Training, where they are educated on Human Centered Design training as an approach to development and learn about the variety of work NGOs are doing in their country. Volunteers then move to high-poverty communities, where they facilitate meetings to help local people determine priority needs and implement projects that address those needs. The Volunteers are then expected to perform a comprehensive impact evaluation analysis to serve as a model for future CorpsAfrica Volunteers and their projects. CorpsAfrica aims to create a culture of public service within developing nations by giving participants the opportunity to apply their skills and energy toward helping their fellow citizens overcome extreme poverty. For more information on CorpsAfrica, please visit www.corpsafrica.org.

OVERVIEW OF THE POSITION:

The Deputy Director is a full-time staff position reporting directly to the Country Director of CorpsAfrica/Maroc. He/She will have significant opportunity to build the organization and must be effective working independently as well as part of a team. He/She will also possess a demonstrated passion and commitment to youth leadership, participatory community development, impact evaluation, transparency, and accountability.

Specific Responsibilities:

- Ensure compliance with all laws and regulations
- Promote the organization with media, donors, and government authorities with clear messaging,
- Help with recruitment of Volunteers; implementation of comprehensive pre- and in-service training programs; the assignment of Volunteers to selected sites throughout the country; and supporting Volunteers throughout their experience – offering guidance, mentorship, networking opportunities, etc.
- Help raise funds for CorpsAfrica/Maroc, which involves identifying and cultivating prospective donors, writing proposals, hosting events, extensive networking, etc.
- Responsible for strong financial oversight and management of budgets
- In the Country Director’s absence, represent the organization in public arenas, including local and national media
- Establish and maintain close working relationships with Development Partners, and help them serve as a resource to Volunteers
- Other responsibilities as requested by the Country Director.

Qualifications:

- A Bachelor’s degree and at least four years of management experience
- Strong interpersonal skills
- Broad financial skills (including experience with budgeting, planning and accounting) and a knack for staying on top of financial details, including the “boring nitty-gritty”
- Excellent speaking and writing skills are required; computer skills are a big plus
- A hands-on management style and the ability to address and solve problems as they arise.
- He/she will be diplomatic, of the highest integrity, with sound judgment and a sense of humor.
- Fluency in English is required.
- Ability to work nights or weekends when necessary
- A valid driver’s license is required.

***Only applicants that possess the qualifications mentioned above will be considered.

To Apply: Send CV and Cover letter to morocco@corpsafrica.org by August 15