**Arizona State University**

**USAID-funded Higher Education Partnership Morocco (HEP-M)**

**Implementation Coordinator**

**Location: Morocco**

**Enterprise Collaboratory Arizona State University (ECASU) Morocco** is seeking an Implementation Coordinator (IC) for a U.S. Agency for International Development (USAID)-funded cooperative agreement, Higher Education Partnership- Morocco (HEP-M): Technology Addendum. As part of HEP-M, we support Moroccan faculty in enhancing primary teacher preparation through a comprehensive, systems approach that bestows an undergraduate degree (license) in primary teaching and associated two year training intended to equip teacher candidates with the skills necessary to succeed in a primary classroom (qualifications). The degree will reference international standards in inclusive education and will pay particular attention to issues of gender equity. HEP-M operates as a consultative and collaborative body that deploys research and development groups through which Higher Education Partnership–Morocco will build the systems redesign and networks that will sustain impact beyond the life of this five-year activity.The technology addendum provides an enhancement to the current USAID partnership, Higher Education Partnership-Morocco. ASU will bring its experience and capabilities in deploying high-quality engaging online content in the Learning Management System (LMS) to Morocco’s Ministry of Education.

**PRIMARY PURPOSE:**

The Implementation Coordinator will be responsible for managing all in-country communications between the institutions of Basic Education and Higher Education, and between the home office and field office. The Coordinator will work closely with the Higher Education Partnership-Morocco (HEP-M) in-country project Chief of Party and home office research manager. The Coordinator will be responsible for maintaining records related to the implementation plan and performance indicators..

**ESSENTIAL DUTIES:**

Essential responsibilities will include and are not limited to the following:

* Coordinate communication between the in-country and home office staff
* Coordinate communication between project participants and project staff
* Maintain appropriate financial and implementation records
* Lead planning for project activities (e.g. contact vendors, draft budget projects, create and disseminate invitations, complete follow-up communication)
* Coordinate participant and project staff travel
* Provide support to other staff which may include carrying out tasks outside of scope of work, when needed, to support project implementation

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Evidence of strong communication skills in Modern Standard Arabic and English, both spoken and written.
* Experience in coordinating multi-faceted projects
* Demonstrated skill in developing and communicating a common vision among diverse partners, developing stakeholder networks, and establishing pathways for successful communication and coordination across stakeholder organizations.
* Experience in prioritizing and handling multiple tasks under tight deadlines.
* Ability to clarify roles and responsibilities to ensure understanding of expectations; taking action to mitigate conflict.
* Previous experience, management or coordination of ICT projects will be considered a plus.

**WORKING ENVIRONMENT:**

In this position, a successful candidate must:

* Reside in Morocco and work full-time in the field office during their time working in this capacity. The HEP-M office is located in Rabat.
* Interact with officials from the Ministry of Education, administrators and faculty working at ASU and at Moroccan universities, and other stakeholders both virtually (e.g., Zoom) and in-person, as appropriate.
* Regularly use standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.
* Be available to travel to locations within Morocco, as approved by the Project Director.
* Be available to travel to Arizona, USA (i.e., ASU).

**SUPERVISION RECEIVED/GIVEN:**

The IC will report to the Clinical Assistant Research Professor (home office) and Chief of Party (field office).

**MINIMUM QUALIFICATIONS:**

* Strong communication skills in English, Arabic and French
* Minimum of three (3) years of experience working as a project coordinator or similar position
* Evidence of strong organizational skills, including being able to set short-term and long-term priorities for project tasks
* Evidence of strong technology skills

**DESIRED QUALIFICATIONS:**

* Master Degree in Educational Technology or similar
* Experience working with USAID or other U.S. government funded projects
* Experience working in primary teacher preparation

**SUBMISSION MATERIALS:**

Candidates should submit a curriculum vitae (CV), cover letter addressing how their skills and experience match the qualifications for this position, and three references. Candidates must submit all application materials in English, to M. Julian Cashman at jwcashma@asu.edu.

**SUBMISSION DUE DATE:**

All application materials must be submitted by August 26, 2022.