

## **Activity Implementation Officer – Innovation and Higher Education (IHE)**

### **Inclusive Socio-Economic Development Project Beni Mellal Khenifra (ISED-BMK)**

#### **Project Description:**

FHI 360, a US-based non-profit organization, seeks qualified candidates for the position of Activity Implementation Officer (AIO) based in the Beni Mellal-Khenifra Region of Morocco to support the USAID-funded Inclusive Socio-Economic Development Project in the Beni Mellal Khenifra Region (ISED-BMK), through the improvement and institutionalization of participatory governance, and enhancement of business and livelihood opportunities.

#### **Position Description:**

The Activity Implementation Officer (AIO) will play a coordination and support role in the areas of Innovation and Higher Education Institutions (IHE) and Gender Equality and Social Inclusion (GESI). The actual relative share of time allocated to IHE and GESI work will vary over time and depend on need.

**The Activity Implementation Officer (AIO-IHE) supports and coordinates with the IHE Coordinator, and reports to the Project Implementation Advisor (PIA). She/he will be based in Beni Mellal and is responsible for the following:**

- Provide support to all activities in the IHE and GESI areas according to prescribed procedures and protocols.
- Technical: Support respective project staff in the creation, review and editing of program materials and deliverables, including PPT presentations.
- Logistics and operations: Work with respective project staff to ensure that training activities, workshops, seminars, conferences, and other events are well-organized logistically and implemented smoothly and provide ideas for their design as requested..
- Finance: Assist in the development of activity Purchase Requests, Assessment Justification Forms, Workshop Request Forms, and other similar documents for IHE and GESI..
- GESI: Support GESI integration in the design and implementation of project activities, addressing gender disparities and developing a high quality, results-oriented, participatory approach to promote opportunities for women, youth, and people with disabilities.
- Communication: Contribute to written performance reports for USAID and other program deliverables such as other periodic reports, workplans and activity highlights.
- Perform other planning, technical, operational and/or administrative duties as assigned for IHE and GESI activities as well as for other activities within both components as may be requested..

**Minimum Qualifications:**

- Bachelor's degree or its international equivalent in social science, management, international development, monitoring and evaluation, higher education or a related field; Master's degree or above or its international equivalent preferred.
- Minimum of three years of related work experience.
- Experience in event organization and management (at different scales)
- Experience coordinating with governments, higher education or/and technical training institutions, ministries, and CSOs, as well as local communities, for the design and implementation of development project activities.
- Ability to handle multiple tasks, work under pressure, and meet set deadlines.
- Excellent knowledge of MS Office Suite (Word, Excel, Power Point) is required.
- Proficiency in French and Arabic, and a working knowledge of English are required.

**Start date:** August 15, 2022 (preferred)

**Post location:** Beni Mellal, Morocco

**Deadline for receipt of CVs :** August 7, 2022

FHI 360 is an equal opportunity employer and encourages qualified women, youth and people with disabilities to apply. To apply please send your CV and a short cover to: [Morocco.ised@fhi360.org](mailto:Morocco.ised@fhi360.org)