



## Recruitment Notice – Apply NOW

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Position: Education Project Specialist  
Reports to: Senior Technical Expert  
Location: Rabat, Morocco

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### **Position Overview**

Amideast Morocco is recruiting an Education Project Specialist who will provide administrative and logistical support to a Senior Technical Expert and other team members implementing a new five-year, education reform project with the Ministry of National Education (MEN). The Education Specialist will represent Amideast as a member of a larger team which will build the capacity of the MEN to implement student-centered English curricula in public and private middle schools, grades 7-9. A goal of the program is to improve English learning outcomes in public schools through the creation of new English curricula and teacher training. The position is based in Rabat but will require significant local travel to schools and other MEN facilities in the regions of Beni-Mellal Khenifra, Marrakesh -Safi and Souss-Massa.

### **Responsibilities**

- Provide overall administrative support to the Senior Technical Expert and related team members in their efforts to advance project objectives
- Provide logistical support in the piloting of English teaching and learning materials for grades 7-9
- Coordinate trainer-of-trainer events and other working group meetings in Rabat and the three respective regions in order to test new curricula and materials
- Ensure technical assistance is available for the team in terms of technology requirements so that virtual meetings or digital communication takes place as smoothly as possible
- Consistently monitor the progress and deliverables of working groups, and provide regular updates to the Senior Technical Expert and Regional Director of English Language throughout the program
- Communicate and collaborate with partners across other disciplines represented in the project (math, STEM, Arabic) to advance Amideast's objectives
- Develop and maintain relationships with key MEN officials at the national and local level, teacher training institutions, other donors and implementers, program beneficiaries, teacher networks, and other stakeholders related to Amideast's objectives
- Help prepare reports and various project documents and deliverables in Arabic or English in conjunction with the project's leadership.
- Follow-up on processes for data collection and analysis as directed by the Senior Technical Expert and in relation to the project's M&E Plan. This may include ensuring surveys and other data gathering techniques are well-supported and result in sound data gathering processes.
- Create and maintain an excellent project record filing system, and ensure all project records are up to date

- When directed or necessary, liaise with key MEN representatives at the central directorate in Rabat, education academies (AREFs) in the three chosen regions, and provincial directorates.
- Liaise with Amideast finance staff, as needed, to ensure all spending receipts for the project are correctly shared for backup and financial processing.
- Take the lead in organizing and tracking all local travel requirements of the team, including for the Senior Technical Expert and the visiting Regional Director for English Programs
- Collaborate with the Procurement Department of Amideast Morocco to ensure any purchases needed to advance the project are completed in a timely manner and adhere to Amideast policies.

### **Required Skills and Qualifications**

Bachelor's degree or License (required) or Master's-level degree (preferred) from an accredited university in TOEFL, TEFL or a relevant education or business field.

Minimum 8 years of progressively responsible program administration/coordination experience.

10 years of combined experience in project coordination, teaching English, or other relevant administrative roles.

Must be fluent in Arabic and have excellent oral and written English language skills as demonstrated by a TOEFL or TOEIC score.

Familiarity with the current state of English language teaching/curriculum in Moroccan public schools, as well as an understanding of various English instructional models as they pertain to student learning strategies for both language and content.

Excellent interpersonal skills and proven experience working effectively in a team setting.

Ability to communicate effectively with internal team members and external stakeholders, including governments, private sector, higher educational institutions, schools, donors, etc.

Knowledge of monitoring and evaluation processes as part of program management.

Demonstrated ability to effectively manage time and competing priorities in a fast-paced work environment.

Must be able to frequently travel within Morocco to selected regions (all local travel costs will be paid by Amideast).

Commitment to inclusive programming that encourages full participation of individual regardless of gender, disability status, ethnicity, religion, gender identity or other marginalized status.

### **TO APPLY:**

If you are interested in applying for this position, please submit your resume and a cover letter to [hrrmorocco@amideast.org](mailto:hrrmorocco@amideast.org) before October 17, 2022, at midnight