

VACANCY ANNOUNCEMENT

Job Title : **Economic Development Officer (EDO)**

Date : **October 17, 2022**

Location : **Béni Mellal, Morocco** with travel within the BMK region and some remote work depending on project needs.

Positions : **Two**

Project Description

Family Health International 360 (FHI 360) is a nonprofit organization focused on human development, which works to improve sustainable living conditions by promoting integrated solutions adapted to the local context. FHI 360 is present in more than 70 countries and throughout the United States.

In 2020, FHI 360 was selected by the United States Agency for International Development (USAID/Morocco) to implement the Inclusive Socio-economic Development Project in the Beni Mellal Khénifra Region (ISED-BMK). The ISED-BMK Project (2020-2025) supports the BMK region in achieving its economic and social development priorities by strengthening participatory governance and improving economic growth opportunities and job creation with particular emphasis on young people, women, and people with disabilities.

Position Description

The Economic Development Officer (EDO) will work directly under the supervision of the Project Implementation Advisor (PIA) to help ensure implementation of project activities to promote socio-economic inclusion of vulnerable populations through innovation and entrepreneurship and to increase business and job growth in key priority sectors.

Key Duties & Functions

Technical:

- When requested by the PIA, represent the project in stakeholder meetings, and provide input at the technical and operational levels, build networks of professional contacts and advocate for the BMK Region in terms of investment, financing, and promotion of regional visibility.
- Contribute to the design, adaptation, and management of project deliverables by supporting the PIA to think through strategic and management issues to promote timely delivery of technical results.
- Lead the drafting of project descriptions, activity concept notes, and training workshop justification forms

Logistics and operations:

- As delegated by the PIA, lead, and ensure the proper logistical organization and smooth running of activities, including training, workshops, seminars conferences and other events.
- Help ensure and as needed, participate in the set-up of venues, development of participant lists, functioning of registration desks, etc.

Finance:

- Develop purchase requests and similar documents and work on any reconciliation documents after event/activity completion
- Follow up on needed purchase requests, travel authorizations, expense advances, participant fee reimbursements, etc.

Gender and Social Inclusion:

- Support the integration of gender and social inclusion into project activities to ensure they respond to GESI priorities and equitably address the needs of men and women, youth, and people with disabilities.
- Identify and pursue activities as they intentionally relate to Positive Youth Development (PYD)

Outreach and Communication:

- Help write performance reports for USAID and develop content for communications materials by contributing to the project newsletter.
- Coordinate with the project Communication Manager on best practices to ensure event and activity visibility, participant feedback, etc.

MEL (Monitoring, Evaluation, and Learning):

- In collaboration with the MEL team, track changes in key areas relevant to the private sector
- Contribute to the administration of MEL tools (questionnaires, online surveys, phone surveys, etc.) in private sector activities
- Ensure private sector activity data and supporting documentation are collected, digitized, and transferred to the MEL team promptly

Any other tasks:

- The above list is not exhaustive and other tasks related to private sector development, entrepreneurship and related areas may be assigned.
- In some cases, support the implementation of other activities that may not directly relate to economic development

Minimum Qualifications

- A Master's degree is required in a relevant area such as economics, business, finance, and international development.
- At least 3 years of work experience supporting equitable private sector development, economic growth opportunities and stimulating job creation.
- Excellent understanding of the national and BMK regional economic context.
- Familiarity with public policies, strategies and legal frameworks related to private sector.
- Experience with capacity strengthening for stakeholders (CSOs, communes)
- Familiarity with USAID programming, including rules and regulations is an advantage
- Ability to build positive working relationships with private sector entities.
- Ability to analyze, solve problems, and implement corrective action as needed.
- Excellent oral and written communication skills, organizational and project management skills.
- Fluency in Arabic and English or French is required, Amazigh is an asset (outstanding written and oral command of at least one language, professional proficiency in the other two is required)
- Proficiency with using Microsoft Office Suite

To Apply

Please submit a copy of your CV and a cover letter to: Morocco.ISED@fhi360.org and put in the subject line of your message: “**Economic Development Officer (EDO)**”.

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled. The selected candidate must commit to living full-time in Beni Mellal city.

The ISED-BMK project is strongly committed to hiring qualified women, young people and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, religion, national origin, sexual orientation, disability, age or on any other basis unrelated to a person’s skills and experience