



Rabat, 22 October 2022

Terms of Reference – Executive Director

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of **Executive Director**.

The candidate will integrate MIPA's team, working mainly with the president on the implementation of the MIPA's day to day management while cooperating for the strategic development of the Institute. These Terms of Reference (ToR) specify the background of the process, as well as the scope of the mission of the candidate.

Summary

Location: Rabat, Morocco (travel within Morocco are possible)	Duration: 12-months contract, with possibility of extension pending good performance
Salary: 16000-19000 MAD	Level of Effort: Full time (40 hours/week)
Deadline for applications: November 15, 2022 – 12.00 AM (Morocco time)	Foreseen starting date: Mid-December 2022 (or earlier)

Background

MIPA is a non-profit independent research institution based in Rabat, Morocco. Founded by a group of transdisciplinary researchers, MIPA's mission is to produce systematic and in-depth analysis of relevant policy issues that lead to new and innovative ideas for solving some of the most pressing issues relating to democracy.





Position Objective

The executive director is expected to supervise the MIPA's overall strategic and day to day management, including administrative and financial management and to implement the organization of activities. He/she will provide competent advice and decision in terms of financial management, assuring efficiency and transparency in the use of funds.

The Executive Director will also work to integrate and reinforce the organizational structure of MIPA, to build its capacities and to support its establishment as a high-end independent policy research institution, capable of conducting outstanding policy research as well as managing increasing funds to conduct development projects.

Duties¹

- Supervising the development and implementation of MIPA's strategic plan.
- Planification and execution of the annual action plan.
- Day to day management of MIPA, including financial, administrative and research tasks.
- Securing MIPA's financial sustainability, including the fundraising and grant writing.
- Supervising the different projects of MIPA, including the decision making and follow up.
- Representing MIPA with the partners and stakeholders, when needed.
- Ensure, with the help of the financial officer, that all relevant fiscal and administrative documents (contracts, quotations, invoices, receipts, etc) are accounted for and properly stored following MIPA's internal policies and in respect with donors guidelines;
- Supervise the fiscal and administrative reporting of the MIPA (including drafting of reports, collecting, and organizing relevant documents, research data for monitoring, evaluation and learning).
- Supervise MIPA's effort of transparent and accountable fiscal and administrative management.
- Carry out research to contribute to MIPA's scientific activities.
- Carry out and contribute to data analyses.
- Proofreading and revision of documents (within your field of expertise).

Qualifications

- Essential

¹ The percentages indicating the distribution of duties represent a preliminary indication of the required effort and do not necessarily represent the daily work within MIPA.





- Master's Degree (or equivalent experience) in a relevant subject such as management, human resources, business administration, project management and marketing.
- At least three years of experience in a similar position.
- Proven experience in management of complex projects.
- Proven experience in the fundraising and grant writing.
- Excellent written and oral skills in English and Arabic.
- Advanced knowledge of IT software (notably Excel and Word).
- Ability to be a team player, who works in a dynamic environment, as well as to take initiative and to respect deadlines.
- Desirable
 - Experience with projects funded by international organizations (such as USAID, EU...).
 - Knowledge of any other language (French especially).
 - Proven knowledge of specialized IT software for administrative and financial management.
 - Any publication in the candidate's field of expertise.

Reporting

The Executive Director will work in close collaboration with the President, in respect to the correct implementation of MIPA's strategic development.

The work of the Executive Director will be overseen by the President.

Type of contract

This position is for a 12-months contract, starting from December 15th 2022. An extension until the end of the project is possible, but not guaranteed, pending good performance and mutual accord.

Application and recruitment procedure

This position is open to candidates living in Rabat and/or candidates willing to relocate to Rabat by the beginning of the contract. International candidates **must** have the legal right to work in Morocco by the time of the application.

To apply for this position, send your **CV** (max 2 pages) and a **Statement of Interest** (max 1 page) in one PDF file to contact@mipa.institute. Applications will be accepted until **November 15th 2022 – 12.00 AM (Morocco time)**.





المعهد المغربي لتحليل السياسات
MOROCCAN INSTITUTE FOR POLICY ANALYSIS
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Three candidates will be shortlisted and contacted for an interview to further assess their qualifications and their fit for this position. Interviews will be held either in person or online.

Only shortlisted applications will be called for the interview. All unsuccessful applicants will be notified at the end of the recruitment process.

All questions regarding this position must be submitted to contact@mipa.institute (with m.masbah@mipa.institute in copy).

