

## VACANCY ANNOUNCEMENT

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**Job Title:** Program Officer

**Date:** November 17, 2022

**Location:** Rabat, Morocco with regular travels in the three target regions (TBD)

### Project Description

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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.

The anticipated project is a systems-strengthening and capacity-building intervention that seeks to improve students' ability to master key skills in the upper primary and middle school ("junior secondary") grades and to facilitate the transition between the two levels of schooling. Activities will address a) the ability of teachers to teach critical thinking, and students to master, literacy skills, math skills, and science skills in the upper primary grades; b) the ability of the Moroccan education system to provide high-quality literacy instruction in English and Arabic in the middle school years; and c) the ability of the Moroccan education system to provide high-quality STEM (Physics/Chemistry taught as one subject and Biology/Geology taught as one subject) instruction in the middle school years. Additionally, the project will build subrecipients' capacities to directly respond to the development problems prioritized by the USAID Mission in Morocco.

### Position Description

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The Program Officer (PO) will work directly under the supervision of the Deputy Chief of Party (DCoP) to help ensure implementation of project activities to achieve project's objectives.

### Key Duties & Functions

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*Technical:*

- Contribute to the design, adaptation, and management and review of project deliverables
- Lead the drafting of project descriptions, activity concept notes, and training workshop justification forms
- Assist in development and drafting of work plans, performance reports, meetings minutes, etc.

*Logistics and operations:*

- As delegated by the DCoP, 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 Universal Design for Learning (UDL) principles into project activities to ensure they respond to project GESI
- Identify and pursue activities as they intentionally relate to Positive Youth Development (PYD)

*Outreach and Communication:*

- Help develop content for communications materials by contributing to the project newsletter, highlights and success stories.
- Coordinate with the project Communication Specialist on best practices to ensure event and activity visibility, participant feedback, etc.

*MEL (Monitoring, Evaluation, and Learning):*

- Contribute to the administration of MEL tools (questionnaires, online surveys, phone surveys, etc.) in project activities
- Support project activity data and supporting documentation collection, digitalization, and transfer to the MEL team

*Any other tasks:*

- Undertake special assignments and other tasks as may be requested by the DCoP

**Minimum Qualifications**

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- A Bachelor's Degree is required in a relevant area such as education, project management or international development.
- At least 3 years of work experience supporting project management/implementation
- Sound understanding of the national educational context
- Familiarity with USAID programming, including rules and regulations is an advantage
- Ability to build positive working relationships with stakeholders and team members
- Ability to analyze, solve problems, and implement corrective action as needed
- Excellent oral and written communication skills, organizational and project management skills
- Fluency in written and oral Arabic and professional proficiency in English
- Proficiency with using Microsoft Office Suite

**To Apply**

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Please submit a copy of your CV and a cover letter to: [Morocco.ISED@fhi360.org](mailto:Morocco.ISED@fhi360.org) and put in the subject line of your message: "**Program Officer**".

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled.

The Bridge To Middle School 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 based on sex, race, ethnicity, religion, national origin, sexual orientation, disability, age or on any other basis unrelated to a person's skills and experience**