



## EMPLOYMENT OPPORTUNITIES

The National Democratic Institute for International Affairs (NDI) seeks to hire TWO positions in its Rabat office:

1. Administrative & Financial Assistant/Coordinator to work in its Rabat office on a full-time basis to support the Administrative team.
2. Program Assistant to work in its Rabat office on a full-time basis to support Programs.

Job descriptions and qualifications are outlined below.

### **#1 Job Opportunity: Administrative & Financial Assistant/Coordinator (Rabat)**

The Administrative & Financial Assistant/Coordinator supports the Director of Administration and Finance to carry out all aspects of cash transactions, reconciliations, operations as well as being the point person for logistics and administration. The position reports to the Director of Administration and Finance.

#### **Duties and Responsibilities**

- Processing financial transactions and reconciliations.
- Preparing activity budgets and tracking expenditures.
- Coordinating operational needs including international staff housing and shipment, office supplies and maintenance.
- Coordinating logistical needs for programs including accommodation, transportation, translation
- Tracking the allocations of NDI equipment and coordinating office inventory.
- Coordinating procurement actions with service providers and consultants in compliance with NDI policies and procedures.
- Fulfilling receptionist duties including answering calls and assisting NDI visitors.
- Organizing the drivers' and cleaning staff schedules on a day-to-day basis.
- Maintaining administrative files and calendars.
- Providing assistance to the Director of Administration and Finance in conducting administrative and financial tasks.
- Fulfilling other duties as assigned by the Director of Administration and Finance and the Resident Director.

**Qualifications:**

- Bachelor's Degree.
- Three (3) years of demonstrated experience in office operations and logistics.
- Good interpersonal skills to effectively interact with all levels of NDI staff, government representatives, members of the diplomatic community and various sectors of political party, civil society and the business communities.
- Working knowledge of budget and accounting procedures.
- Ability to provide oral and written communication clearly in French, English and Arabic to party or organization representatives, training participants and NDI colleagues.
- Proficiency in Microsoft Office to include Word, Excel and PowerPoint; knowledge of/proficiency in Google Suite tools preferred. Basic database skills are desired.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks simultaneously.
- Ability to work in a political situation in a nonpartisan manner.
- Ability to apply discretion and maintain confidential information.
- Ability to work flexible hours on occasion.

**Interested candidates should send their applications to [ndi\\_maroc@ndi.org](mailto:ndi_maroc@ndi.org) no later than February 15, 2023. Please specify ADMIN/FINANCE in the subject line.**

**#2 Job Opportunity Program Assistant (Rabat)**

The Program Assistant will assist with program implementation, reporting to the Program Manager and assisting with preparation for and implementation of program activities, meetings and events for democratic assistance programs - supporting open governance and democratic participation.

**Duties and Responsibilities:**

- Assist in the implementation of program activities and events, including liaising with participants and vendors.
- Contribute to writing and reporting on activities and events.
- Ensure adherence to administrative processes related to NDI programs.
- Translate documents between English, French and Arabic
- Fulfilling other duties as assigned by the Program Manager.

**Qualifications:**

- Experience with civil society and/ or political organizations; experience working on, volunteering on donor-funded projects, particularly political or civic initiatives.
- Demonstrated coursework and/or internships in international development, community organizing, political campaigning, organizational development, or related subjects.
- Good oral and written communication skills to effectively present information and respond to questions. Advanced Proficiency in Arabic and English is required.
- Working knowledge of basic budget and accounting procedures.
- Ability and willingness to travel to regional locations.
- Bachelor's degree, preferably in International Relations, Political Science or a related field; Relevant work experience may be substituted for educational requirement.

- Proficiency in Microsoft Office to include Word, Excel and PowerPoint; knowledge of/proficiency in Google Suite tools preferred. Basic database skills are desired.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks simultaneously.
- Ability to work in a political situation in a nonpartisan manner.
- Ability to apply discretion and maintain confidential information.
- Able to work effectively with multiple teams, balance and prioritize multiple requests.
- Ability to adapt to changes.

**Interested candidates should send their applications to [ndi\\_maroc@ndi.org](mailto:ndi_maroc@ndi.org) no later than February 15, 2023. Please specify PROGRAM ASSISTANT in the subject line.**