



Rabat, 30<sup>th</sup> December 2022

## Terms of Reference – Project Manager

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

The candidate will integrate MIPA's team, working mainly on the implementation of the Project 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.

We encourage individuals coming from disadvantaged background and from underrepresented minorities to apply for this position.

### Summary

<b>Location:</b> Rabat, Morocco (transfers for missions within Morocco are possible)	<b>Duration:</b> 24 months
<b>Salary:</b> competitive, based on experience	<b>Level of Effort:</b> Full time (40 hours/week)
<b>Deadline for applications:</b> January 14 2023 – 12.00 AM (Morocco time)	<b>Foreseen starting date:</b> as soon as possible, and no later than 1 <sup>st</sup> February 2023

### 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.





## Positions' objectives

The **Project Manager** is expected to support the overall implementation of the Project and to facilitate the organization of activities. He/she will be responsible to design, organize and execute the different activities of the project, assuring efficiency and performance in the implementation of the project.

The **Project Manager** will also work to integrate and reinforce the organizational structure of MIPA, in order 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.

The **Project Manager** will work in close collaboration with the president and Executive Director, in respect to the correct implementation of the Project's activities and, in respect to its support to MIPA's strategic development.

The work of the **Project Manager** will be overseen by the MIPA's president.

## Duties1

### 1) Project's management (60%)

- Ensure the organization, as well as the administrative and logistical management, of the Project's activities (including participating in the activities);
- Ensure the implementation of the annual working plan of the project.
- Work with the financial and administrative officer to ensure 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 USAID guidelines.
- Work with the financial and administrative officer to ensure the quality of the fiscal and administrative reporting of the Project (including revising financial and narrative reports, collecting and organising relevant documents, research data for monitoring, evaluation and learning).

### 2) Assistance to MIPA's management (30%)





- Support MIPA's President and Executive Director in the drafting and implementation of the MIPA's different projects.
- Support MIPA's effort in fund raising and grant writing;
- Contribute, in coordination with MIPA's team, to the organization of MIPA's activities.

### 3) Research (10%)

- 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).

<sup>1</sup> 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.

### Qualifications

#### ➤ Essential

- Master's Degree (or equivalent experience) in a relevant subject such as Development Studies, Public Policy, management, business administration, project management and marketing.
- At least two years of experience if a similar position.
- Proven experience in project management.
- Excellent written and oral skills in English and Arabic.
- Advanced knowledge of IT software (notably Excel and Word, Outlook...);
- Ability to be a team player who works in a dynamic environment, as well as to take initiative and to respect deadlines.

#### ➤ Desirable

- Proven experience in the fundraising;
- Experience with projects funded by USAID or similar organizations.
- Knowledge of any other language (French especially).
- Any publication in the candidate's field of expertise.

### Type of contract





المعهد المغربي لتحليل السياسات  
MOROCCAN INSTITUTE FOR POLICY ANALYSIS  
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This position is for Two-year contract (CDD), starting from February 1<sup>st</sup>, 2023 until January 31 2025. An extension is possible, but not guaranteed, pending good performance and mutual accord.

Interested applicants must have (or willing to have), or being legally eligible to obtain, the *statut d'auto-entrepreneur* at the moment of the application.

### **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](mailto:contact@mipa.institute). Applications will be accepted until **January 14<sup>th</sup> 2023 – 12.00 AM (Morocco time)**.

Three candidates will be shortlisted and contacted for an interview to further assess their qualifications and their fit for this position. We expect to have a contract in place and that the selected person to integrate the team by February 1<sup>st</sup>, 2023.

Only shortlisted applications will be called for the interview.

All questions regarding this position must be submitted to [contact@mipa.institute](mailto:contact@mipa.institute) (with [m.masbah@mipa.institute](mailto:m.masbah@mipa.institute) and [y.lebtar@mipa.institute](mailto:y.lebtar@mipa.institute) in copy).

