Rabat, 14 April 2023

Terms of Reference – Researcher /Editor

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of **Researcher /Editor**.

The candidate will integrate MIPA's team, working mainly on the implementation of MIPA's different projects 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

Location: Rabat, Morocco (transfers for missions within Morocco are possible)

Salary: competitive, based on experience

Deadline for applications: April 30th 2023 – 12.00 AM (Morocco time)

Duration: 12-months contract, renewable

Level of Effort: full time

Foreseen starting date: as soon as possible, and no later than May 15th 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 Researcher /Editor is expected to carry out research on a series of relevant topics for different projects, including the preparation of background analyses for events, engaging in fact-checking activities and generally support the scientific activities of MIPA.

The Researcher /Editor 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.

Duties[1]

1. 1) Research (60%)
   - - Autonomously conduct thorough background research on a series of topics related to social sciences;
   - - Collaborate in data collection and data analysis activities carried out by MIPA;
   - - Assist in the drafting and editing of narrative and technical reports for MIPA's donors;
   - - Engage in autonomous research and publication within MIPA.
2. 2) Editing and proofreading (20%)
   - - Assist in the editing of the documents published by MIPA;
   - - Participate in the proofreading process of MIPA's publication;
   - - Conduct detailed fact-checking on MIPA's documents prior to publication.

3.3) 20% other and divers administrative tasks

Qualifications

• Essential

- – PhD or Master's Degree (or equivalent experience) in political science, economics, Statistics, environmental sciences,international relations, sociology, anthropology or other relevant social sciences disciplines;
- - At least two years of experience in a similar position;
- - Proven experience working with universities, research centres, think tanks, and media outlets;
- - Excellent written and oral skills in Arabic and English;
- - Advanced knowledge of IT software (notably Excel, InVivo, SPSS and Word);
- Strong qualitative data analysis skills and ability to planify and conduct different types of surveys
- - Ability to be a team player, who works in a dynamic environment, as well as to take initiative and to respect deadlines.

• Desirable

- Any publication in the candidate's field of expertise;

- Experience working with donors, including international organizations, embassies and private institutions.

Reporting

The Researcher/Editor will work in close collaboration with MIPA's President and with the Director of Research. His/her work will be overseen by the Director of Research.

Type of contract

This position is for 12-months contract, starting from May 1st. A possible extension of the contract is possible, but not guaranteed, pending good performance and the availability of funds.

Application and recruitment procedure

To apply for this position, send your **CV** (max 2 pages) and a **cover letter** (max 1 page) in one PDF file to y.lebtar@mipa.institute (with m.masbah@mipa.institute in copy). Application will be accepted until **April 30th 2022 – 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.

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 y.lebtar@mipa.institute (with m.masbah@mipa.institute in copy).