

## **Amideast Morocco hires two profiles for a project in Casablanca**

- **Program Coordinator**
- **Program Assistant**

## Job Description

<b>Job Title:</b>	Program Coordinator
<b>Immediate Supervisor:</b>	Program Manager/Morocco
<b>Location:</b>	Amideast Casablanca, Morocco

### Context:

Amideast/Morocco is participating in the Education and Training for Employability Program, an initiative that aims to improve the employment prospects of hundreds of Moroccans. The project is funded by the National Initiative for Human Development (INDH). Amideast/Morocco's goal is to help job candidates improve their employment prospects through training and match them to jobs, while assisting private sector companies and organizations in meeting their hiring needs in 2023.

### Job Summary:

The Program Specialist works closely with the Program Manager and the broader team. The main focus is helping follow-up and strategically troubleshoot the identification and selection of beneficiaries, as well as supervise more junior staff in their similar efforts. Secondly, to oversee the training of the beneficiaries in groups in each location and ensure Amideast adheres to all program guidelines, policies, objectives and Amideast regulations. This position will require regular and frequent site visits to each INDH platform (training center) and local outreach for selection of beneficiaries and coordination with employers.

## Duties and Responsibilities

### Sourcing, recruitment, and follow-up of beneficiaries

- Develop and implement the strategy and tools for sourcing and recruitment of beneficiaries.
- Assist with analyzing local recruitment needs and define potential profiles on the basis of job descriptions.
- Identify potential sourcing partners, such as associations, schools and public and private organizations, government entities that can participate in sourcing and mobilization of young people.
- Ensure the sourcing and matching of profiles according to the requirements of the position and present a shortlist.
- Supervise the creation of a database of candidate profiles on the basis of sourcing and collaboration with the different actors.
- Participate in the eligibility, evaluation of the skills and positioning of the beneficiaries and their support for training and insertion.
- Facilitate information, recruitment, and employment preparation sessions.
- Participate in the implementation of a follow-up strategy for program beneficiaries after integration.
- Assist in the collection of necessary administrative documents for the beneficiaries to ensure eligibility.

- Follow-up with the beneficiaries regarding selection (placement tests, interviews ...) and the training process
- Supervise the archiving, classification and safe keeping of the beneficiaries' files and documents.
- Organize and lead information sessions and workshops related to the program.
- Supervising the HR intern and making sure that the data collection and entries of all participants are done properly and within the allocated time frame.

## **II- Activity of the Plateforme des jeunes:**

- Ensures, with the collaboration of the Program Manager, the identification of the activities of the annual action plan of the platform and the modalities of its implementation.
- Supervises the implementation and continuous updating of the action plan.
- Ensures the follow-up of the context and the proximity with the partners of the platform.
- Ensures the organization and implementation of distributions; Ensures the collection of data related to the context and participates in its analysis.
- Ensures the organization and implementation of information and community mobilization activities (workshops, information sessions, mediation, etc.) in connection with the INDH program and the platform.
- Ensures the capitalization of data and the redaction of reports and minutes.
- Participates in meetings, workshops, conferences, etc.
- Ensures the relationship and coordination with institutional and civil society partners.

## **III- Monitoring and reporting**

- To develop monitoring indicators, to ensure the realization, the piloting, and the follow-up of the dashboards for the management and its partners.
- To ensure a rigorous follow-up of the progress of the projects, for the benefit of the program 3 of the INDH-III on the one hand and employability, entrepreneurship and Amideast on the other hand
- Produce regular dashboards for the project's governance instances and create any internal or external reporting document any internal or external reporting document allowing the operational and administrative/financial, executive management to regularly evaluate the progress of the of the project with precision and develop corrective action plans if necessary.
- Ensure the preparation of internal meetings, external committees according to the governance instances of the (CPDE, CPDH, monitoring committee, progress meeting, etc.)
- Ensure an administrative follow-up as well as any internal or external audit addressed to the project.
- Participate in the implementation and continuous improvement of the impact of the various project activities.
- To propose and participate in the implementation of any measure or action intended to improve the functioning of the operational activity of the association.

## **Qualifications**

- Bachelor's Degree, master's degree preferred.
- 5-10 years of administrative experience in a training/employability-related activity
- Outstanding interpersonal and communication skills
- Ability to resolve client problems effectively and diplomatically, and in a timely manner.
- Fluency in French and Arabic. English competency also required.
- Confidentiality regarding all Amideast proprietary services and activities.
- Excellent time management skills.
- Attention to detail and assertiveness.
- Demonstrated history of being responsible and reliable and able to work in a team.

## **NOTE:**

This position description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by the immediate supervisor and other managers when necessary. Amideast reserves the right to change duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

## Job description

<b>Title:</b>	Program Assistant
<b>Immediate Supervisor:</b>	Program Specialist
<b>General Supervisor :</b>	Program Manager/Morocco
<b>Location:</b>	Amideast Casablanca, Morocco

### **Position Summary:**

The Program Assistant will provide basic administrative support to other program staff. Key tasks include data entry as well as follow-up with training program beneficiaries in order to secure personal documents associated with their eligibility for the program. This job will require careful attention to detail, efficient and accurate data entry, and professional communication with the team and beneficiaries.

### **Responsibilities:**

- Create a database of candidate profiles, including CVs, in collaboration with members of the team.
- Verify candidate eligibility through a defined process.
- Collect the necessary administrative documents from the beneficiaries prior to start of the training and upload this information into a database. Documents may include CIN, CV, most recent diploma, signed attestations sur l'honneur for nongraduate beneficiaries, ANAPEC registration attestation, and others. File all hardcopy documents.
- Track training hours per beneficiary as well as any relevant information associated with job placement.
- Uploaded on the client platform, along with attendance information and certificates of achievement.
- Respond to internal requests for statistical updates.
- Ability to meet with beneficiaries and other partners in/around Casablanca.
- Insure the follow up with the trained inserted and none inserted Beneficiaries.
- Ensure beneficiaries document collection including but not limited to: engagements, CVs, Attestations, IDs, Diplomas, ANAPEC registrations, Certificates of achievements ...
- Ensure beneficiaries sourcing tasks.
- Cover offsite program sourcing and events activities as requested.

### **Required skills and qualifications.**

- Two years of higher education, gestion, HR preferred.
- Ability to work in a team setting.
- High-level attention to detail.
- Knowledge of Morocco's higher education and vocational training systems.
- Ability to meet with beneficiaries and other partners in/around Casablanca.
- Mastery of Microsoft Office, particularly Excel.
- Fluency in French; proficiency in English preferred.
- Experience with the plateforme des Jeunes preferred.

**Note:**

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