



Rabat, 27 June 2023

Terms of Reference – Administrative Assistant

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

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

Location: Rabat, Morocco (transfers for missions within Morocco are possible).	Duration: 12-months contract, with possibility of extension until completion of the Project pending good performance.
Salary: competitive, based on experience.	Level of Effort: Full time (40 hours/week)
Deadline for applications: 15 July 2023 –12.00 AM (Morocco time).	Foreseen starting date: as soon as possible, and no later than 1 st August 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.





Position Objective

The Administrative Assistant will provide essential support to the administrative and operational functions of the organization. The role requires excellent organizational skills, attention to detail, and the ability to handle multiple tasks simultaneously. The Administrative Assistant will work closely with various departments and personnel to ensure smooth administrative operations.

Duties

- Perform general administrative tasks, including but not limited to: filing, photocopying, scanning, and organizing documents.
- Maintain and update administrative systems, databases, and records.
- Assist in scheduling and coordinating meetings, appointments, and travel arrangements.
- Prepare and distribute official correspondence, emails, and other documents as required.
- Assist in the preparation of reports, presentations, and meeting materials.
- Handle incoming and outgoing mail, emails, and phone calls.
- Assist in the coordination of office supplies and equipment maintenance.
- Support the coordination of events, workshops, and conferences.
- Provide assistance to other staff members as needed.

Qualifications

- Diploma or bachelor's degree in administrative and accounting management or equivalent;
- Must be dependable and proactive;
- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy in work.





- Proficient computer skills, including MS Office (Word, Excel, PowerPoint, Outlook).
- Language proficiency (written and spoken): French and Arabic; proficiency in English desirable.
- Strong written and verbal communication skills.
- Ability to work effectively in a team as well as independently.
- Ability to handle confidential information with discretion.
- Strong problem-solving and decision-making skills.
- Flexibility and adaptability in a fast-paced work environment

Reporting

The Administrative Assistant will report directly to the financial and administrative officer and work closely with other team members.

Type of contract

This position is for a 12-months contract, starting from 1st August 2023. An extension until the end of the project is possible, but not guaranteed, pending good performance and mutual accord.

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. Applications will be accepted until **15th July 2023 – 12.00 AM (Morocco time)**.





المعهد المغربي لتحليل السياسات

MOROCCAN INSTITUTE FOR POLICY ANALYSIS

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There candidates Will be shortlisted and contacted for an interview to further assess their qualifications and their fit for this position. Interviews will be held either in person or online. Only shortlisted applications will be called for the interview.

All questions regarding this position must be submitted to contact@mipa.institute (with m.masbah@mipa.institute in copy).



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