



Position Objective

The Program Manager is responsible for the overall management of projects within the organization, with a focus on coordinating and overseeing project activities. This role also involves administrative responsibilities, such as resource management, budget tracking, and communication with internal and external stakeholders.

The Program Manager plays a key role in planning, executing, and monitoring projects, ensuring that objectives are met within specified timelines and ensuring stakeholder satisfaction.

He/She will also work to integrate and reinforce the organizational structure of MIPA, 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

- Develop and implement detailed project plans, including goals, timelines, budgets, and required resources.
- Coordinate project team activities, assigning tasks, tracking progress, and ensuring overall project coherence.
- Effectively manage available resources, ensuring appropriate allocation and anticipating future needs.
- Ensure project compliance with quality standards and specific requirements.
- Assess potential risks associated with projects and implement appropriate mitigation measures.
- Maintain effective communication with internal and external stakeholders, keeping them informed of progress, changes, and significant decisions.
- Participate in the selection and management of external vendors and subcontractors, as applicable.





- Conduct post-project evaluation to identify lessons learned and improvement opportunities for future projects.

Qualifications

➤ Essential

- Master's Degree (or equivalent experience) in a relevant subject such as management, human resources, business administration, project management and marketing.
- At least three years of experience in a similar position.
- Proven experience in management of complex projects.
- Proven experience in the fundraising and grant writing.
- Excellent written and oral skills in English and Arabic.
- Advanced knowledge of IT software (notably Excel and Word).
- Ability to be a team player, who works in a dynamic environment, as well as to take initiative and to respect deadlines.

➤ Desirable

- Experience with projects funded by international organizations (such as USAID, EU...).
- Language proficiency (written and spoken): French, Arabic and English.
- Proven knowledge of specialized IT software for administrative and financial management.
- Any publication in the candidate's field of expertise.

Reporting

The Program Manager will work in close collaboration with the President, in respect to the correct implementation of MIPA's strategic development.

The work of the Program Manager will be overseen by the President.





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 contacte@mipa.institute. Applications will be accepted until **15th July 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. Interviews will be held either in person or online.

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 contacte@mipa.institute (with m.masbah@mipa.institute in copy).

