

Position: Bridge Administrative Assistant
Reports to: Project Education Specialist
Location: Rabat, Morocco

Position Overview

The Bridge Project Administrative Assistant will provide administrative and logistical support to the project team implementing the Bridge to Middle School Project with the Ministry of National Education (MEN). The administrative assistant will represent Amideast as a member of a larger team which will build the capacity of the MEN to implement student-centered English curricula in public and private middle schools, grades 7-9. A goal of the program is to improve English learning outcomes in public schools through the creation of new English curricula and teacher training. The position is based in Rabat.

Responsibilities

- Provide logistical/travel support for off-site training events and other working group meetings in Rabat and elsewhere. This includes training, workshops, conferences and other events, ensuring prior accommodation, bookings and catering orders are confirmed in advance.
- Ensure assistance is available for the team in terms of technology requirements so that virtual meetings or digital communication takes place as smoothly as possible.
- Maintain and update the project's stationary inventories, and respective supplies by checking stock to determine inventory level, anticipating needed items.
- Creation of purchase orders as required; goods-receipting, invoice reception including the verification of correctness against orders/contracts/agreements, and coordination with Finance Department to release the payments as per Amideast Procurement Policy.
- Help prepare reports, formatting and printing of various project documents and deliverables in conjunction with the project's leadership.
- Create and maintain an excellent project record filing system, and ensure all project records are up to date.
- Ensure HR has all supporting documentation for the hiring and payment of project consultants, including Fedchecks, citizen verification forms, approved timesheets, etc.
- Work with other Amideast financial staff in the Agdal office in organizing, tracking and recording:

- All financial expenditures, including VAT exemption requests
- All local travel requirements of the team, including for the Senior Technical Expert and the visiting Regional Director for English Programs
- Procurement of anything needed for the project in a timely manner and in ways that adhere to Amideast policies.

English Language Book Management

- Maintain an accurate record of all book transactions, including participating directly in the distribution of sold books to students at the beginning of each English language session.
- Participate in the monthly book reconciliation count with appropriate finance staff so the book inventory is properly tracked in Costpoint. The key organizational goal is to ensure a consistent monthly match between the physical count and the financial record. Any variance must be explained and monitored.
- Update and maintain the books stock report for both the active and dormant stock
- As part of the Book Ordering Committee, provide guidance to the EL Manager in forecasting future book needs based on current stocks
- Inspection and correction of books entries in the Proclass system
- Record all book transactions/sales associated with companies, students, English language department, and other offices.
- Use ProClass during the first weeks of a new session in order to print the books sold report and distribute all books to students.
- Keep close track of book titles given to the English Language department in order or to replenish the stock in advance
- Provide teachers with teacher books, as well as track books given to teachers and ensure financial accountability of those books.
- One month prior to each session, review the book inventory to determine what, if any, books need to be requested by the English department.

Required Skills and Qualifications

- Bachelors degree in business, finance, or relevant field
- At least 2 years of work experience supporting project management and implementation.
- Ability to build positive working relationships with stakeholders and the project team members.
- Excellent oral and written communication skills, organizational and project management skills.
- Fluency in Arabic, French and professional proficiency in English at B2.
- Proficiency with using Microsoft Office Suite
- Great attention to detail
- Good with numbers and figures and an analytical acumen

- Ability to plan, identify resources, anticipate needs, seek solutions
- Ability to multi-task and prioritize responsibilities
- Ability to work within deadlines and shifting priorities
- A strong professional demeanor with a pleasant, open style and focus on detail

TO APPLY:

If you are interested in applying for this position, please submit your resume and a cover letter to harmorocco@amideast.org before September 24, 2023, at midnight.