



Project Manager

The Munathara Initiative is a registered non-profit organization founded in 2012 with offices in Washington D.C. and Tunis, Tunisia. The Initiative aims at creating an independent and inclusive discussion and debate platform in the MENA region. The Munathara Initiative is working to provide everyone in the Arabic-speaking world with a voice regardless of their age, gender or background in order to create a public sphere characterized by evolvability and tolerance towards different points of view.

JOB PURPOSE

The Project Manager will oversee the overall project activities. S/he will actively contribute to the development & implementation of the country's strategy and ensure delivery and budget management of projects and will be responsible for reporting on progress to senior management and donors. S/he will build & maintain effective relationships and partnerships with a wide range of stakeholders.

The Project Manager will report directly to the Chief Operating Officer. S/he will work in Rabat, Morocco. The role will require coordination with the different organization's departments, and the incumbent shall have the necessary skills and qualifications to fulfill the role and meet the projects' requirements.

KEY RESPONSIBILITIES

- Develop and maintain partnerships with stakeholders across the country.
- Implement the project and oversee all the activities of the project.
- Ensure resources availability and allocation; monitor the project activities and expenses.
- Regularly liaising with Munathara's Outreach, Communications, Editorial, and Production departments to meet the project's goals.
- Monitor and evaluate the project's participants.
- Actively contribute to the country's strategy development and implementation.
- Perform risk analysis to minimize project risks.
- Monitor & follow-up project progress and measure the project performance using appropriate systems and techniques.
- Contribute to the design, implementation and management of relevant training and development programs as required, in line with project's objectives. This includes identifying, sourcing and hiring trainers/consultants, as required.
- Work closely with different partners to coordinate the implementation of consultancies, training/capacity building and outreach activities as well as production of media outputs.
- Draft, design and deliver comprehensive reports.
- Produce narrative and oversee financial reports for donor(s) and internal audiences using agreed templates as required.
- Ensures project delivery is on time & budget and legally and financially compliant and in line with the Munathara editorial standards and approaches.
- Liaise with donors and manage key partner relationships.
- Prepare monthly reforecasts of project(s)' budget(s) and activity plan(s), in collaboration with Finance department.
- Review trainers/consultants' reports within agreed timelines and communicate them appropriately to partners.



SKILLS & REQUIREMENTS

- University Degree in the appropriate field of study.
- Considerable working experience (+5 years) in managing projects in NGOs & media sector (required).
- Proven experience writing successful donor-funded proposals that incorporate project research and development, log frames, budgets, etc.
- Demonstrated financial skills, with proven experience managing budgets for donor-funded projects and knowledge of donor's reporting requirements.
- Experience managing teams and developing & improving internal management systems and processes.
- Proven ability to build and maintain strong relationships with different partners and stakeholders, including donors.
- Excellent communication (both written and oral), presentation and interpersonal skills
- Excellent organizational, multi-tasking, and time management skills. Ability to prioritize and manage multiple projects simultaneously while maintaining deadlines.
- Experience working on own initiative; excellent decision-making skills.
- Excellent written and verbal communication skills in Arabic, English, and French.
- Excellent command of Microsoft Office (Word, Excel, PowerPoint, etc.)

Start date: November 2023, pending funding.

Location: Rabat, Morocco (the ideal candidate will be already residing in Rabat, Morocco)

Duration of the project: 2 years

All interested applicants must send a CV and Motivation Letter to contact@munathara.com



Communication Coordinator

The Munathara Initiative is a registered non-profit organization founded in 2012 with offices in Washington D.C. and Tunis, Tunisia. The Initiative aims at creating an independent and inclusive discussion and debate platform in the MENA region. The Munathara Initiative is working to provide everyone in the Arabic-speaking world with a voice regardless of their age, gender, or background in order to create a public sphere characterized by evolvability and tolerance towards different points of view.

JOB PURPOSE

The Communication Coordinator will contribute to Munathara's Communications Strategy and will help the department promote the Organization's mission.

The incumbent will play a key role in building and maintaining relationships with media and journalists. S/he will contribute to promoting Munathara's activity.

The Communication Coordinator will report directly to the Senior Communications Manager. S/he will work in **Rabat**. The role will require coordination with the different organization's departments and the incumbent shall have the necessary skills and qualifications to fulfill the role and meet the projects' requirements.

KEY RESPONSIBILITIES

- Participate in the development & implementation of the communication strategy to promote Munathara's mission and activities.
- Develop and maintain relationships with the media and journalists to ensure media coverage of Munathara events & activities.
- Collaborate with other departments and staff to ensure communications efforts are aligned with Munathara's mission and goals.
- Help promote the mission and activities of Munathara to the target audience, potential participants, and the media.
- Monitor and document media coverage of Munathara events.
- Circulate Munathara Newsletters, debate invitations, Musabaqas (online debate competition) invitations, press releases, and other items as needed.
- Propose ideas and generate content for the Munathara blog and various communication channels (websites, social networks, emails, newsletters, and press releases), with contributions from participants in Munathara debates and workshops, as well as former students, associations, trainees, and staff members of Munathara.
- Create and update press kits to be provided to journalists during Munathara debates and events.
- Design and create debate-specific graphics and use them in emails & invitations circulated to promote Munathara or recruit audiences for its events.
- Write press releases, invitations, and other communication-related documents as needed.
- Write reports relating to the Communication Department, including monthly monitoring & evaluation reports and other reports if necessary.
- Manage the Communications Department's email; manage communication activities on the various Munathara platforms.



SKILLS & REQUIREMENTS

- University Degree in a relevant field (communication, journalism, political science, international relations, or a related field).
- Considerable experience (+3 years) in a similar role (preferably in the non-profit sector).
- Deep understanding of the media landscape across the Arab world and internationally.
- Demonstrated skills in video editing and graphic design are a must.
- Excellent communication (both written and oral), presentation and interpersonal skills
- Excellent organizational, multi-tasking, and time management skills. Ability to prioritize and manage multiple projects simultaneously while maintaining deadlines.
- Experience working on own initiative; excellent decision-making skills.
- Excellent written and verbal communication skills in Arabic, English, and French.
- Excellent command of Microsoft Office (Word, Excel, PowerPoint, etc.)

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Finance Coordinator

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JOB PURPOSE

The Finance Coordinator will coordinate all financial activities and transactions in the country. The Finance Coordinator will report directly to the Chief Operating Officer. S/he will work in Rabat, Morocco. The role will require coordination with the different organization's departments and the incumbent shall have the necessary skills and qualifications to fulfill the role and meet the projects' requirements.

KEY RESPONSIBILITIES

- Support the Senior Finance & Compliance Manager in developing & maintaining financial reports, interpret financial information and provide analysis.
- Contribute to the improvement and implementation of financial policies and procedures for the organization in line with the nonprofit sector.
- Ensure compliance of financial activities with the organization's policies & procedures as well as the local standards & regulations, under the supervision of the Senior Finance & Compliance Manager.
- Coordinate all financial activities and transactions.
- Support daily cash operations and conduct periodic cash inventories.
- Support banking operations under the supervision of the Senior Finance & Compliance Manager.
- Work closely with the department team to achieve financial and management goals.

SKILLS & REQUIREMENTS

- University degree at bachelor level in Accounting or Finance
- 3+ years of experience in finance, accounting or financial control preferably in non-governmental sector.
- Demonstrated financial skills, with proven experience managing budgets for donor-funded projects and knowledge of donor's reporting requirements.
- Excellent communication (both written and oral), presentation and interpersonal skills
- Excellent organizational, multi-tasking and time management skills. Ability to prioritize and manage multiple projects simultaneously while maintaining deadlines.
- Experience working on own initiative; excellent decision-making skills.
- Excellent written and verbal communication skills in Arabic, English, and French.
- Excellent command of Microsoft Office (Word, Excel, Power Point, etc.)

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