



JOB DESCRIPTION

Job Title: Communications Specialist
Project: USAID-funded Bridge to Middle School Program

FHI 360 is a global development organization with a rigorous, evidence-based approach. Our professional staff includes experts in civil society, peacebuilding, health, nutrition, education, economic development, environment, and research. FHI 360 operates from 60 offices with 4,500 staff in the U.S. and around the world. Our commitment to partnerships at every level and our multidisciplinary approach enable us to have a lasting impact on the individuals, communities, and countries we serve, improving lives for millions.

FHI 360 is implementing the Bridge to Middle School Activity in Morocco, a USAID-funded program which is working with the Ministry of Education (MoE) to implement new, student-centered curricula in Arabic and selected Science subjects (grades 4–9) as well as English (grades 7–9), in ways that have measurable impacts on learning outcomes.

Through this activity, USAID aims to improve the performance of MoE central directorates, regional academies (AREFs), provincial directorates (DPs), and schools in employing evidence-based pedagogies that promote continuous learning in select content areas.

Bridge has three objectives jointly contributing to the goal:

Objective One: Enhance the Moroccan education system’s ability to improve learning outcomes in middle school (grade 7–9) Arabic, English, and selected Science subjects (Physics-Chemistry, taught as one subject, and Life/Earth Sciences, taught as one subject).

Objective Two: Enhance the Moroccan education system’s ability to improve learning outcomes in upper primary (grade 4–6) Arabic and Science.

Objective Three: Enhance the Moroccan education system’s preparedness to scale up successful practices in these subject areas and grades.

FHI 360 and its partners—the Association des Enseignants des Sciences de la Vie et de la Terre (AESVT), American Institutes for Research (AIR), Amideast, and Inclusive Development Partners (IDP)—offer a technical approach that draws on the team’s collective experience improving reading, Science and English learning outcomes for upper primary and middle school students; developing and aligning formative and summative assessments; and strengthening institutional capacity of key system actors to improve overall performance.

The project’s activities will take place in 30 primary schools and 60 middle schools, in three regions of Morocco (Marrakech-Safi, Béni-Mellal Khénifra, and Tangier-Tetouan-Al Hoceima).



Job Summary:

The Communications Specialist is a full-time position. He/She will lead the development and operationalization of the project's communications strategy and develop communications deliverables under the supervision of the Deputy Chief of Party in close coordination with the rest of the project's team. She/he will support on required technical, communication, and other critical tasks as needed. Leads evidence translation to various audiences within the education sector. Assists in the creation of project materials and announcements, events and other deliverables pertaining to organizational communications, including branding, and marking, and communications platforms in compliance with USAID and FHI 360 regulations. The candidate will ensure quality and smooth production from start to finish of projects, which includes the coordination with graphic design vendors and/or staff as needed, planning, and budget assistance. The position is located in Rabat and requires regular travels to the pilot regions and potentially other areas in Morocco as needed for the project.

Core responsibilities:

- Responsible for effectively developing and implementing the project's communication strategy including media outreach and social media content creation, as required in conjunction with USAID, the project, FHI 360 corporate communications, and key government stakeholders as feasible.
- Leads the development of innovative practices and communications products using local stakeholders' voices as central elements.
- Designs and leads the implementation of activities and communications products for example using storytelling techniques to inform about project outcomes and best practices.
- Leads written translation of documents (especially from English or French to Arabic), including technical, and other project's documents and products (social media posts, fact sheets, and other public communication materials, official correspondences).
- Collects inputs from the technical team, and HQ members to inform communications activities and product design.
- Develops capacities of project staff, partners, and other education stakeholders to integrate appropriate communications development work into implementation.
- Continuously review the development of communications' best practices, innovations, and evidence to inform project activities.
- Master and ensure compliance with USAID and FHI 360 communications policies, principles, and strategies, and keep up to date with relevant project developments, ensuring high-quality deliverables.
- Provides translation and interpretation services as necessary from in French, English, and Arabic.
- Any other tasks as requested by the supervisor.

Other responsibilities:

- Ensure that sub-awardees follow branding and marking guidelines and communications protocols.



- Supervises any communications-related specialized consultants or vendor (e.g., graphic designer, internet webpage developer).
- Conducts copyediting and formatting of project deliverables and studies, as well as review quality of translated documents (English or French - Arabic / Arabic – English or French).
- Supports the planning for press or public events and coordinates with media and press, when applicable.
- Assist the Deputy Chief of Party on required technical and communications tasks.
- Maintain updated documents, photos, videos, required photo release forms, and other project communications related files on SharePoint.
- Provide communications inputs to the project quarterly and annual reports and work plans, supporting editing, and formatting and visual presentation of reports as needed.
- Support development of and update project website as needed.
- Perform other complementary and job-related duties as required.

Requirements:

- Bachelor's degree in development communications, advertising, marketing, or related areas. Master's Degree is preferred.
- At least five years of experience working in a similar role.
- Strong computer skills (MS Outlook, Word, Excel, PowerPoint, email, and internet applications), proficiency with virtual platforms.
- Excellent writing, editing, and publications experience.
- Strategic thinker with meticulous attention to detail.
- Innovative, organized, and self-motivated
- Mastery or experience with graphic design and image editing programs (preferred, not required).
- Experience working with USAID-funded projects.
- Ability to work independently and in a team environment.
- Ability to manage multiple activities simultaneously while still meeting deadlines.
- Regional experience in Morocco and/or in the MENA is preferred.
- Excellent interpersonal and communication skills
- Proficiency in English and Arabic (speaking and writing) and editing skills are required. French as an additional language is an asset.

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.



Selection Process:

Step	Anticipated Dates
Job Posting and CV Submission	Dec 8 – Dec 25, 2023
CV Shortlisting	Dec 26 – Dec 27, 2023
Initial Interviews	Dec 28, 2023 – Jan 5, 2024
Written Assignment	Jan 8 – Jan 12, 2024
Review and Evaluation of Written Assignments	Jan 13 – Jan 14, 2024
Final Interview	Jan 15 – Jan 20, 2024
On boarding	Feb 1, 2024

To apply:

Please submit a copy of your CV to: Morocco.bmsjob@fhi360.org and put in the subject line of your message: “BMS Comms Specialist”.

FHI 360 is an equal opportunity employer and encourages qualified men and women, youth, and people with disabilities to apply. FHI 360 does not discriminate on the basis of race, religion, gender, ethnicity, age, disability or on any other basis unrelated to the skills and experience of the applicant.