



JOB DESCRIPTION – Grants and Programme Development Officer

Morocco Mission - Morocco mission started with the activities immediately after the earthquake in 2023 and implementing protection activities (CFS and PSS) for affected population in Marrakech region. Further expansion of CESVI Morocco projects is expected in cooperation with institutional donors and CSO/INGOs.

Job and Profile Summary:

As the Grants and Programme Development Officer at CESVI Morocco, you will play a pivotal role in advancing our mission to address the needs of vulnerable communities. This multifaceted role involves identifying and pursuing funding opportunities, leading the development of high-quality project proposals, and overseeing the entire grant life cycle with precision.

Your responsibilities will extend to contributing significantly to CESVI Morocco's strategic vision, actively participating in the launch and oversight of new activities. Collaboration is key, as you will represent CESVI Morocco in crucial meetings with donors, NGOs, and international agencies.

We are seeking an individual with proven expertise in proposal writing, grant management and with a good knowledge of institutional and private donors in Morocco.

Mandatory proficiency in French and English

Whether you are looking for part-time or full-time opportunities, this position offers a chance to be an integral part of our dedicated team, contributing to the positive change we strive to achieve.

Reporting line:

The Grants and Programme Development Officer reports to National Rep in Country, with technical support and coordination of Reg Grant and Programme Dev Manager and Reg. Protection Advisor.

Key Responsibilities:

- **Funding Strategy:** Identify and pursue opportunities, cultivating strong connections with donors.
- **Proposal Writing:** Lead the development of high-quality project proposals aligned with CESVI's mission.
- **Grant Management:** Oversee the grant life cycle, ensuring compliance with Cesvi and donor procedures.
- **Programme Development Impact:** Contribute significantly to CESVI Morocco's strategy, overseeing new activities.
- **Representation:** Collaborate in representing CESVI Morocco in meetings with donors and NGOs.

Requirements:

- **Professional Background:** Proven expertise in grant management, proposal writing, and program development, showcasing a successful track record in the humanitarian sector.
- **Collaboration Prowess:** Strong interpersonal and teamwork skills, essential for effective engagement and seamless cooperation with diverse stakeholders.
- **Language Proficiency:** Mandatory proficiency in French for both verbal and written communication, a critical component for successful interaction within the organizational context.
- **Commitment to Impact:** A profound dedication to humanitarian work, emphasizing a commitment in alignment with CESVI's mission.