

Job Opportunity: Program Assistant and Program Officer (Rabat)

The National Democratic Institute for International Affairs (NDI) seeks to hire two positions a Program Assistant and Program Officer to work in the Rabat office. The Program Assistant and the Program Officer will assist with program implementation, reporting to the Program Manager and assisting with preparation for and implementation of program activities, meetings and events for democratic assistance programs.

Duties and Responsibilities:

- Support the implementation of program activities and events, including liaising with participants and vendors
- Regular travel to provide support for NDI activities (outside of Rabat)
- Contribute to writing and reporting on activities and events
- Ensure adherence to administrative processes related to NDI programs
- Translate documents between English, French and Arabic
- Fulfilling other duties as assigned by the Program Manager.

Qualifications:

- Work experience on donor-funded projects:
 - Program Officer: must have 4 years experience
 - Program Assistant: must have 1 year experience
- Demonstrated coursework and/or internships in international development, community organizing, political campaigning, organizational development, or related subjects.
- Advanced Proficiency in Arabic and English is required.
- Working knowledge of basic budget and accounting procedures.
- Ability and willingness to travel to regional locations.
- Bachelor's degree, preferably in International Relations, Political Science or a related field;
- Proficiency in Microsoft Office to include Word, Excel and PowerPoint; knowledge of/proficiency in Google Suite tools preferred.
- Excellent organizational skills and attention to detail.
- Ability to work in a political situation in a nonpartisan manner.
- Ability to apply discretion and maintain confidential information.

NDI welcomes and supports a diverse, inclusive work environment. NDI makes employment decisions based on organizational needs, job requirements and individual qualifications without regard to any grounds such as age, disability, marital status, sexual orientation, gender identity or expression, etc.

For additional information about NDI, please see www.ndi.org

Interested candidates should send their applications to ndi_maroc@ndi.org no later than December 20 2023. Please specify PROGRAM ASSISTANT or PROGRAM OFFICER in the subject line. Candidates should only apply for one of these two positions based on their years of professional experience.