



Position Description

Job Title:	Manager of the Dakhla Learning Center
Immediate Supervisor:	Country Director, Amideast Morocco
Location:	Dakhla, Morocco
Employment Status:	Full-Time

The Manager of the Dakhla Learning Center (DLC) is responsible for managing the DLC's programs and activities and for ensuring the smooth functioning of the center. This includes supervising all local staff, managing operations and the facility in Dakhla, ensuring the successful implementation of all programming and associated activities, and interfacing with the Foundation Phosboucrâa on a regular basis. Amideast seeks a dynamic individual with management and technical skills across a range of areas who is willing to live in the town of Dakhla and support a small team to excel at providing high quality training programs to youth.

Established in 2017, the Dakhla Learning Center is supported by the Phosboucrâa Foundation and managed by Amideast. The DLC offers the local community a welcoming and dynamic environment dedicated to supporting youth and women in their economic and social integration through the enhancement of workforce and entrepreneurial skills and personal and professional development.

The Manager of the DLC will also be responsible for coordinating program implementation and associated activities with the Director of the Laayoune Learning Center (LLC), which is a similar entity that Foundation Phosboucraa supports and that Amideast manages.

RESPONSIBILITIES

Specific responsibilities for this position include, but are not limited to, the following:

Program Management

- Develop annual work plans and innovative activities associated with youth entrepreneurship opportunities.
- Ensure all DLC activities are designed and implemented on schedule as per the work plan.
- Follow a system for monitoring program activities and evaluating results in coordination with other Amideast staff.
- Contribute to monthly and quarterly reporting requirements, as well as regular, informal reporting to the Foundation Phosboucraa. Weekly reporting to Amideast Rabat on the

progress of ongoing projects, training programs, and special events will be required, including outcomes, success stories, and challenges.

- Ensure follow-up of all activities and establish systems and tools for ensuring transparency, accountability and compliance within workplace norms.
- Supervise, promote and edit content associated with all forms of communications linked to the DLC's activities.
- Collaborate with the Amideast Rabat office and the LLC Director to ensure smooth operations of the DLC.

External Relations

- Ensure relations with external stakeholders and organizations are positive and constructive and respond to the Foundation Phosboucraa's needs.
- Nurture relationships with local partners who can contribute to, or complement, the DLC's objectives.
- Represent the DLC at selected conferences and events.
- Host local, regional, and international delegations interested in learning about DLC activities and their impact on the economic development of the region.
- Interface with local public authorities and other interested entities in a professional manner that advances the goals of the DLC.
- Review and approve all external communication related to center's activities and programs.

Human Resource & Administration

- Supervise all local employees and ensure their understanding of the goals and technical approaches for all activities.
- Ensure overall management of human resources within the framework of the DLC's status and Amideast's personnel policies.
- Recruit and orient all full-time staff and independent contractors.
- Ensure effective monitoring and welfare of DLC program beneficiaries.
- Maintain financial files and up-to-date inventories of fixed assets.
- Supervise the procurement of office supplies, equipment, furniture, etc., following Amideast procurement policies, and ensure that all associated documentation is maintained in hard copy and digital files.
- Compile documentation required for the annual financial audit.

QUALIFICATIONS AND SKILLS

Required

- Bachelor's degree in business administration, education, or a related field. Master's degree preferred.
- A minimum of 5 years of project management experience, including the oversight of institutional partnerships, projects, and staff.

- In-depth knowledge and understanding of what constitutes a high-quality training program, with preferred specific experience in entrepreneurship programming
- Excellent program conceptualization and design skills.
- Demonstrated knowledge training program monitoring and evaluation.
- Demonstrated ability to meet deadlines and to manage multiple priorities.
- Effective communication, organizational, supervisory, and interpersonal skills.
- Demonstrated experience in marketing educational, professional, workforce development, and entrepreneurship training programs and services via traditional and online platforms.
- A demonstrated ability to balance sensitive political and cultural issues and to develop a broad base of working relationships in a small community
- **Fluency in English required at the level of C2. Advanced proficiency in spoken Arabic and/or French.**

A competitive benefits package is provided. A minimum one-year commitment to this position is required.

Interested individuals should submit an updated resume and a cover letter, explaining the reasons they are interested in this position to HRMorocco@amideast.org before January 30, 2024.