



Job Title: Program Officer-Arabic Subject Matter

Project: Bridge to Middle School Activity (Bridge)

Date: 06/07/2024

Location: Rabat, Morocco

Preferred Start Date: July 15, 2024

Project Description

Family Health International 360 (FHI 360) is a nonprofit organization focused on human development, which works to improve sustainable living conditions by promoting integrated solutions adapted to the local context. FHI 360 is present in more than 70 countries and throughout the United States.

The anticipated project is a systems-strengthening and capacity-building intervention that seeks to improve students' ability to master key skills in the upper primary and middle school ("junior secondary") grades and to facilitate the transition between the two levels of schooling. Activities will address a) the ability of teachers to teach critical thinking, and students to master, literacy skills, math skills, and science skills in the upper primary grades; b) the ability of the Moroccan education system to provide high-quality literacy instruction in English and Arabic in the middle school years; and c) the ability of the Moroccan education system to provide high-quality STEM (Physics/Chemistry taught as one subject and Biology/Geology taught as one subject) instruction in the middle school years. Additionally, the project will build subrecipients' capacities to directly respond to the development problems prioritized by the USAID Mission in Morocco.

Position Description

Under the supervision of the Deputy Chief of Party, he/she will help ensure the implementation of project activities related to the Arabic subject matter. He/she will provide administrative and logistical support to these activities as needed and collaborate the Senior Technical Advisor, Arabic SMEs, Arabic workgroup members, and the MEL team to ensure implementation of the Arabic subject matter activities in addition to other tasks as assigned by the DCOP.

Primary Responsibilities

Technical:

- Contribute to the design, adaptation, and management, and review of the Arabic subject matter documents and deliverables.
- Contribute to the drafting of Arabic subject matter activities concept notes and training workshop materials.
- Assist in developing and drafting work plans, performance reports, meeting minutes, etc.
- Coordinate with the different project stakeholders to ensure Arabic subject matter activities implementation in the target regions.



Logistics and operations:

- Draft correspondence, ensure their submission on time to the appropriate partner’s departments, and follow up until they are signed and sent to participants.
- Lead and ensure the proper logistical organization and smooth running of activities in coordination with the Arabic subject matter consultants and logistics and procurement team, including training, workshops, seminars conferences, and other events.
- Prepare purchase requests for services and goods and advances requests related to the Arabic subject matter activities.
- Prepare mission orders and expense authorizations for the Arabic subject matter consultants and get approvals prior to any field travels.
- Participate in the set-up of venues, development of participant lists, functioning of registration desks, etc.
- Serve as a point of contact for the project towards suppliers, caterers and, hotels, etc. during the Arabic subject matter events.

Outreach and Communication:

- Support preparing all BMS’s correspondence in Arabic language with MoE and government stakeholders!
- Help develop content for communications materials related to Arabic subject matter by contributing to the project newsletter, highlights and success stories.
- Coordinate with the project Communication Specialist on best practices to ensure the Arabic subject matter activities visibility, participant feedback, etc.

Position Requirements

Education	Required	Preferred
A minimum of a bachelor’s degree (Bac + 3) in education, project management, international development, or an equivalent diploma	X	
Experience	Required	Preferred
At least 3 years of work experience supporting project management/implementation	X	
Prior experience in an international non-governmental organization (INGO) is preferred.		X
Knowledge and Skills	Required	Preferred
Sound understanding of the national educational context		X
Familiarity with USAID programming, including rules and regulations is an advantage		X
Ability to build positive working relationships with stakeholders and team members	X	
Have good communication and negotiation skills	X	
Be able to work in a multi-sectoral, multi-disciplinary, and multi-cultural environment.		



Master Excel and Word	X	
Be able to travel locally as requested	X	
Language	Required	Preferred
Fluency in written and oral Arabic and French	X	
Good command of English language		X
Excellent oral and written communication skills, organizational and project management skills	X	

To Apply

Please submit:

- A cover letter stating the job title plus salary expectations.
- An updated detailed CV.
- Contacts of three professional references (two of the three are direct Supervisors)

To: morocco.bmsjob@fhi360.org and put in the subject line of your message: **“Program Officer-Arabic Subject Matter”**

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled.

NB: Only shortlisted candidates will be called for interviews. Applications will not be returned.

The Bridge to Middle School Activity project is strongly committed to hiring qualified women, young people, and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, religion, national origin, sexual orientation, disability, age, or on any other basis unrelated to a person’s skills and experience