

DROSOS FOUNDATION (www.drosos.org) is a Swiss private not for profit organisation committed to unlocking the potential of young people. Together with its partners, the foundation nurtures their life and professional skills to pave their way to economic and social independence. The Foundation is currently active in Switzerland, Germany, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia.

The Foundation is looking for a

Programme Manager –Morocco and Tunisia (100%)

Start date: as soon as possible / upon agreement

Main duties

The Programme Manager **based in Casablanca**, Morocco, will contribute to the management and development of the foundation's programmatic work in Morocco and Tunisia with a special emphasis on Tunisia, covering the thematic focus areas of skills development, entrepreneurship, as well as social and economic inclusion. In close collaboration with the Country Director Morocco and Tunisia, the Programme Manager will be responsible to design and develop new and existing programmes and the projects therein, guide the implementation process of established projects and programmes, provide support to implementing partners, evaluate the impact of past engagements, and develop new initiatives and partnerships. The Programme Manager will work in a team of six.

More specifically, the Programme Manager – Morocco and Tunisia

- Oversees, monitors, and evaluates the implementation of projects and programmes, including tracking progress through reports, partner meetings, and field visits;
- Contributes to developing new partnerships and screening new project proposals in line with the Foundation's programmatic approach;
- Supports project partners to advance their organisational capacities and impact planning;
- Manages project budgets and ensures proper and sound financial controlling of grants;
- Supports the tendering process of consultants, e.g. for project evaluations or organisational development support, drafting terms of reference, steering the selection process and contract negotiations, and monitoring the assignments;
- Monitors socio-economic and political developments in Morocco and Tunisia;
- Executes administrative and organisational tasks related to organising field trips, contracting of external consultants, etc;

- Contributes to overall communication and knowledge sharing of the Foundation;
- Directly reports to the Country Director based in Casablanca;
- Performs additional duties and tasks as assigned

Requirements

- Higher education in the field of social sciences, humanities, or economics (international relations, international development cooperation, business administration, or related areas) with a strong business acumen;
- At least 5 years of relevant professional work experience in project development, programme management, grant management, monitoring and evaluation;
- Experience in collaborating with civil society organisations and conducting practical field work in Morocco and Tunisia;
- Critical thinking and strategic planning skills with the ability to translate strategy into action;
- Business planning skills with an ability to manage complex financial budgets and understanding of legal contractual relationships;
- Ability to simplify complex information into clear presentations to various key audiences;
- Reliable, flexible and a pragmatic problem solver and able to manage high range and volume of responsibilities;
- Affinity to work in a multicultural environment and appreciation of diversity;
- Very good communication and writing skills in English and French, advanced level of Arabic;
- Hands-on and 'can do' attitude and proven ability to navigate uncertainty and changes;
- Demonstrated ability to maintain constructive relationships with partners while maintaining independence and securing compliance with foundation internal and external regulations;
- Flexibility to travel as required

Committed colleagues and attractive working conditions await you. If you are qualified and interested in this position, please send a letter of motivation and your CV (max 3 pages) in English using this [LINK](#) by 6 April 2025. The letter of motivation should explain why you are interested in this position and how your skills and experience make you a good fit. Only direct applications will be considered.