

Position Description

Job Title: Program Coordinator
Immediate Supervisor: INDH Program Manager/Morocco
Location: Casablanca

Context:

AMIDEAST/Morocco is participating in the Education and Training for Employability Program, an initiative that aims to improve the employment prospects of hundreds of Moroccans. The project is funded by the National Initiative for Human Development (INDH).

Job Summary:

Under the supervision of the INDH Program Manager, you will be responsible for steering the development plan for the youth platform, in line with the priorities defined by general management. Your main mission will be to ensure the operational running of the center and contribute to the achievement of predefined objectives.

Duties and Responsibilities

- Implement strategic orientations for the youth platform.
- Make proposals and oversee the development of the youth platform, ensuring close relations with its stakeholders and integrating changes and innovations brought about by the development of relations with the platform's environment.
- Work with management to define a development plan for the platform.
- Develop the center's training partnership policy;
- Provide management with the information and arbitration tools needed to promote the center.
- Direct, lead and manage the various divisions
- Monitor the activity of each division and establish steering tools.
- Raise awareness of the approach and objectives among all staff, and promote the actions and results achieved.
- Collaborate with associated partners to achieve the platform's objectives.
- Present the project (approach/actions and results), take stock and evaluate each stage of the project.
- Ensure that the platform's strategic orientations are implemented, and manage and supervise all platform development projects;
- Draft and circulate reports to management.
- Provide management with the information needed to promote the center;
- Present a platform management model (human resources, procedures, internal regulations, management tools, etc.);
- Promote the image of La plateforme des jeunes.
- Multiple intelligences and creativity
- Create and lead a network of communication correspondents
- Know how to set up, run and evaluate a network
- Manage the various phases, from diagnosis to evaluation
- Recruit volunteers

IV- Monitoring and reporting

- Help analyze the results to evaluate the performance relative to required objectives
- Edit periodic activity reports
- Provide oversight of the INDH platforms for the registration and monitoring of young people and recruitment/training operations.
- Technical coordination
- Follow-up of the beneficiaries in their internship and integration process
- Development of positive interprofessional relationships with companies and young people with integration difficulties
- To ensure administrative tasks
- Drawing up reports
- Associated activities :
- Animate training actions and workshops in favor of the members.
- Designing an information and communication policy for the program and supervising operations related to its realization and dissemination
- Formulate proposals for events or activities to facilitate the integration of beneficiaries in the labor market

Qualifications

- Bachelor's Degree, masters degree preferred
- 5-10 years of administrative experience in a training/employability-related activity
- Outstanding interpersonal and communication skills
- Ability to resolve client problems effectively and diplomatically, and in a timely manner.
- Fluency in French and Arabic. English competency also required.
- Confidentiality regarding all AMIDEAST proprietary services and activities.
- Excellent time management skills.
- Attention to detail and assertiveness.
- Demonstrated history of being responsible and reliable and able to work in a team

NOTE:

This position description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by the immediate supervisor and other managers when necessary. AMIDEAST reserves the right to change duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.