



Job Description

Title: Program Assistant (Full-time)
Immediate Supervisor: Training Specialist
General Supervisor : Project Manager
Location: Casablanca, Morocco

Position Summary:

The Program Assistant will provide basic administrative support to other program staff. Key tasks include data entry as well as follow-up with training program beneficiaries in order to secure personal documents associated with their eligibility for the program. This job will require careful attention to detail, efficient and accurate data entry, and professional communication with the team and beneficiaries.

Responsibilities:

- Create a database of candidate profiles, including CVs, in collaboration with members of the team.
- Verify candidate eligibility through a defined process
- Collect the necessary administrative documents from the beneficiaries prior to start of the training and upload this information into a database. Documents may include CIN, CV, most recent diploma, signed attestations sur l'honneur for nongraduate beneficiaries, ANAPEC registration attestation, and others. File all hardcopy documents
- Follow up trainers regarding training modules and curricula which also must be uploaded on the client platform, along with attendance information and certificates of achievement.

Note:

This job description is not intended to be exhaustive, and the employee will perform other reasonable professional duties in accordance with the tasks assigned by his/her immediate supervisor and other managers, as required. Amideast reserves the right to modify duties and responsibilities as required. This job description does not constitute a written or implied contract of employment.

TO APPLY: If you are interested in applying for this position, please submit your resume and a cover letter to hmmorocco@amideast.org before July 31, 2025, at midnight