

PROJECT OFFICER / MEAL FOCAL POINT

A background image showing a young man with dark hair and a beard, wearing a green t-shirt, smiling and looking towards the left. He is leaning forward with his hands clasped near his chin. In the background, there are blurred figures of other people and a wooden structure.

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

In Morocco, Swisscontact is implementing the “Entrepreneurship and Access to Finance” component of the Youth Inclusion and Employment Project (YIEP) – Ready for Tomorrow, part of the Danish-Arab Partnership Programme (DAPP). This regional initiative, supported by Danish cooperation, aims to strengthen youth employability and promote entrepreneurship across Morocco, Tunisia, Egypt, and Jordan. Swisscontact collaborates with MS Action Aid Denmark and other local partners to deliver impactful activities focused on business support, access to finance, and improving the entrepreneurial ecosystem.

To support us in the implementation of these activities, we are looking for a motivated **Project Officer / MEAL Focal Point** to join our team in Rabat. The successful

candidate will play a key role in coordinating project interventions, supporting monitoring and evaluation efforts, and contributing to strategic communication and operational logistics.

PROJECT OFFICER / MEAL FOCAL POINT – DAPP YIEP – READY FOR TOMORROW

Employment start: September/October 2025

Contract duration: Fixed-term contract, renewable

Place of work: Rabat, Morocco

Disposition for frequent travel within Morocco

Tasks

Task 1: Support the Implementation of DAPP YIEP activities

- Contribute to the development of intervention plans with partners for the various targeted entrepreneur profiles.
- Support the implementation of awareness and support activities (meetings, conferences, entrepreneurship initiation sessions, information workshops, etc.) and ecosystem events (workshops, multi-stakeholder exchanges, etc.).
- Assist in formalizing training and support content, as well as in developing appropriate monitoring tools.
- Participate in organizing Swisscontact Morocco events (seminars, training sessions, field visits, etc.).
- Contribute to logistics management: drafting terms of reference, selecting service providers, contracting, and monitoring service delivery.
- Support partner associations in conducting impact studies: training on monitoring and evaluation methodology, assistance with drafting and analysis.
- Conduct strategic monitoring to identify opportunities for supported entrepreneurs (funding, incubation programs, networking events, etc.) and contribute to the development of Swisscontact Morocco's activity portfolio.

Task 2: MEAL Focal Point (Monitoring, Evaluation, Accountability and Learning)

- Ensure effective implementation of the DAPP YIEP programme's MEAL plan by partners.
- Regularly monitor, clean, consolidate, and archive data in the programme's databases.
- Contribute to data analysis and the production of deliverables useful for strategic project management.
- Support the capacity building of local partners in monitoring and data management (training, coaching, simplified tools).
- Contribute to the implementation of the programme's capitalization plan: documentation of learnings, best practices, and field feedback.

Task 3: Support for Programme Communication

- Participate in the implementation of the programme's external communication strategy (content for social media, newsletters, brochures, etc.) in coordination with the project team.
- Showcase results, testimonials, and impacts through various communication formats (articles, beneficiary profiles, videos, etc.).
- Contribute to the organization of visibility events: forums, roundtables, press conferences, etc.

Requirements

- Master's degree in business, project management, social sciences, international development, or a related field.
- Minimum 2 years in project management, NGOs, international cooperation, or local development.
- Proven experience in MEAL, data collection/analysis, or knowledge capitalization is a strong asset.
- Experience in project communication is appreciated.
- Excellent command of French and English (written and spoken).
- Strong writing skills (reports, communication materials).
- Advanced Excel skills (data analysis, dashboards, reporting).
- Good knowledge of monitoring and evaluation tools.
- Interest in green, gender-inclusive, youth-oriented approaches.
- Entrepreneurial spirit and interest in youth and green entrepreneurship.
- Strong independent work ethic and commitment to high-quality delivery.
- Adaptability to diverse stakeholder engagement styles.
- Collaborative team player in multicultural environment.
- Innovative thinker who is comfortable with adaptive management.
- Result oriented and who is willing to motivate the team to take risks
- Organizational rigor and autonomy.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents: letter of motivation, curriculum vitae, diplomas and references.

Please send your application with the subject line "Project Officer / MEAL Focal Point – DAPP YIEP" to:

✉ mar.rh@swisscontact.org

✉ CC: zineb.fakihani@swisscontact.org

Deadline for applications: September 2, 2025 at noon (Morocco time)