

Rabat, 10th October 2025

Terms of Reference – Research Assistant

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of **Research assistant.**

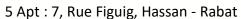
The candidate will integrate MIPA's team, working mainly on the implementation of the Projects while cooperating for the strategic development of the Institute. These Terms of Reference (ToR) specify the background of the process, as well as the scope of the mission of the candidate.

Summary

Location: Rabat, Morocco (transfers for	Duration : 12-months contract,
missions within Morocco are possible)	withpossibility of extension
Salary: competitive, based on experience	Level of Effort: Full time (40
	hours/week)
Deadline for applications : October 30 th	Foreseen starting date: as soon as
2025	possible, and no later than 15 th
- 12.00 AM (Morocco time)	November 2025

Background

MIPA is a non-profit independent research institution based in Rabat, Morocco. Founded by agroup of transdisciplinary researchers, MIPA's mission is to produce systematic and in-depth analysis of relevant policy issues that lead to new and innovative ideas for solving some of the most pressing issues relating to democracy.





The Research Assistant is expected to provide support in carrying out research on a series of relevant topics for different projects, including the preparation of background analyses for events, engaging in fact-checking activities, data collection, and generally supporting the scientific activities of MIPA.

Duties

- 1) Research Support (60%)
 - Assist in conducting background research on a series of topics related to social sciences;
 - Support in data collection and preliminary data analysis activities carried out by MIPA;
 - Assist in the drafting and preparation of narrative and technical reports for MIPA's donors;
 - Contribute to fact-checking and literature reviews.
 - Assist in maintaining databases and documentation related to research projects;
 - Provide translation and summary support for research materials (Arabic, English, French);
- 2) Administrative and Coordination Support (20%)
 - Support in coordinating research-related logistics and communication;
 - Assist in organizing events, workshops, and meetings;
 - Provide administrative support for project implementation.
- 3) Other tasks (20%)
 - Perform other related duties as required by the Director of Research and project managers.

Qualifications

- Essential:
- Bachelor's or Master's Degree in political science, economics, statistics, sociology, international relations, anthropology, or other relevant social sciences disciplines;
- At least two years of experience in a similar position, internship, or academic research environment;
- Proven ability to conduct literature reviews and basic data collection;
- Excellent written and oral skills in Arabic and English (French is an asset);

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- Basic knowledge of IT software (notably Word, Excel, and preferably SPSS or NVivo);
- Strong organizational skills, ability to multitask and respect deadlines;
- Ability to work both independently and as part of a team
- Desirable:
- Any publication, academic paper, or research assistance experience in the candidate's field of expertise;
- Experience working with donors, research centers, or international organizations is an asset.

Reporting

The Research Assistant will work in close collaboration with MIPA's director of Research and project managers.

His/her work will be overseen by the Director of Research.

Type of contract

This position is for a 12-months contract, starting from November 15th 2025. An extension is possible, but not guaranteed, pending good performance and mutual accord.

The contract will follow relevant regulation (including Moroccan Labour Law).

Application and recruitment procedure

This position is open to candidates living in Rabat and/or candidates willing to relocate to Rabat by the beginning of the contract. International candidates <u>must</u> have the legal right to work in Morocco by the time of the application.

To apply for this position, send your **CV** (max 2 pages) and a **Statement of Interest** (max 1 page) in one PDF file to <u>contact@mipa.institute</u>. Applications *may* include a portfolio of previous work (max 5 pages). Applications will be accepted until **October 30th 2025**

12.00 AM (Morocco time).

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Three candidates will be shortlisted and contacted for an interview to further assess their qualifications and their fit for this position. Interviews will be held either in person or online.

We expect to have a contract in place and that the selected person to integrate the team by November 15th 2025.

Only shortlisted applications will be called for the interview.

All questions regarding this position must be submitted to contact@mipa.institute (with m.harmouch@mipa.institute and s.salah@mipa.institute in copy).