



International Republican Institute Job Description Position Title – Program Assistant, IRI Morocco

Every employee of IRI is responsible for carrying out the Mission of IRI and demonstrating the Core Values in their day-to-day operations. The Core Values, which are IRI’s foundational building blocks include **Respect, Teamwork, Ownership, Excellence through Execution, Transparency, and Freedom.**

IRI is seeking a highly organized and motivated Program Assistant to join our Morocco team. The Program Assistant will play a key role in planning, implementing, and evaluating IRI’s Morocco programs. The position requires strong communication and project management skills, as well as close collaboration with Morocco partners and IRI staff in Washington, DC. He or she will: develop and maintain project implementation calendars and workplans; track activity progress; identify and resolve programmatic challenges in consultation with the Country Representative and IRI colleagues; collaborate to ensure timely grant administration; support monitoring and evaluation and data collection; participate in project events; provide feedback on partner participation and engagement; contribute to IRI reports and communication products; and support networking to new and potential stakeholders for developing projects.

Primary Functions & Responsibilities:

The duties of the Program Assistant include, but are not limited to, the following:

- Coordinate logistics for IRI trainings, workshops, and other activities (including administrative duties such as note taking, phone calls, travel reservations, etc).
- Assist in preparing weekly monitoring reports to assess regional developments, document program activities, and support routine donor reporting on project progress and outcomes.
- In collaboration with IRI’s Evaluation & Learning Practice, monitor and evaluate program outcomes, including data collection and analysis through in-person and phone interviews, management of questionnaires & surveys, and data entry.
- Supports contracting, budget management, and financial reconciliations for IRI activities in accordance with IRI and donor policies and regulations.
- Collaborates on research and writing related to business development efforts, including concepts, proposals, and cost applications.
- Carry out the necessary administrative follow-up for all activities and assist in the preparation of payment requests for operating expenses.

- Provides verbal translation (to and from Arabic) during meetings, trainings, and workshops; written translation as necessary.
- Establish and maintain relationships with IRI partners and participants.
- Promote IRI's vision, mission, and organizational goals.
- Performs other duties as assigned or deemed necessary.

Position Requirements:

- Undergraduate degree in political science, international relations or related field.
- Professional proficiency in written and spoken English and Arabic. French is a plus.
- 1-2 years of experience in project management, international development or related field.
- Demonstrated interest and political and socioeconomic development.
- Strong organizations, time-management, and written and verbal communication skills.
- Proficiency in Microsoft Office Suite, project management, and budgeting.
- Ability to work independently across multiple time zones; international experience preferred.
- Knowledge of program evaluation and analysis techniques is a plus.
- Domestic travel during up to 30% of the year.

Submission Guidelines

Interested candidates should submit a resume or CV, a cover letter outlining their qualifications and experience as well as three professional references including email addresses and phone numbers, to: ykarrakchou@iri.org. The position is based in Rabat and is offered as a one-year fixed-term contract (CDD). The deadline for submission of applications is March 20, 2026. Please note that only short-listed candidates will be contacted.