

Description de Poste

Assistant (e) d'assistance en espèce et coupon (CVA)

Titre	Assistant (e) d'assistance en espèce et coupon (CVA)
Classification	Assistant (e) au niveau de la branche
Lieu d'affectation	Taroudant
Superviseur direct	Coordinateur de programmes
Superviseur technique	Délégué CVA
Durée d'engagement	6 mois
Nombre de rapports	Volontaires et superviseurs

About the Moroccan Red Crescent (MRC):

The Moroccan Red Crescent is a humanitarian organization dedicated to alleviating human suffering, protecting life and health, and ensuring respect for human dignity. As part of the International Red Cross and Red Crescent Movement, MRC works to respond to emergencies, support vulnerable communities, and promote resilience through various programs, including Cash and Voucher Assistance (CVA).

This position is part of MRC's emergency response to the devastating earthquake that struck Morocco in September 2023. The CVA Assistant will play a critical role in delivering timely and effective assistance to affected communities in the Taroudant region.

Job Purpose:

The CVA Assistant will support the implementation of Cash and Voucher Assistance programs aimed at providing immediate relief and recovery support to earthquake-affected populations in Taroudant. The role involves assisting in the planning, coordination, monitoring, and reporting of CVA activities to ensure the successful delivery of assistance to beneficiaries.

Key Responsibilities:

1. Program Implementation Support:

- Assist in the planning and execution of CVA activities in alignment with MRC guidelines.
- Support the CVA officer in the identification and registration of beneficiaries, ensuring, transparency, and accountability.

- Under the supervision of the CVA officer and the branch national coordinator Conduct the market assessment and financial service provider assessment in the field.
- Help distribute cash or vouchers to beneficiaries and ensure proper documentation of transactions.
- Support cash programs in other sectors such as shelter and Wash.

2. Monitoring and Reporting:

- Conduct field visits to monitor CVA activities and ensure compliance with program objectives.
- Organize and conduct Post-Distribution Monitoring (PDM) and exit surveys to assess the effectiveness of the CVA program and gather beneficiary feedback.
- Collect and compile data on program activities, including beneficiary feedback, for reporting purposes.
- Analyze monitoring data to identify trends, challenges, and areas for improvement.
- Prepare regular updates and reports on CVA activities for internal and external stakeholders.

3. Coordination and Communication:

- Work closely with the CVA Program Officer/Manager and other team members to ensure smooth program implementation.
- Under the supervision of the CVA officer, Liaise with local authorities (Mokaddams), community leaders, and other stakeholders in Taroudant to facilitate program activities.
- Respond to beneficiary inquiries and provide information about the CVA program as needed.

4. Capacity Building and Awareness:

- Support the CVA officer and the branch coordinator in training sessions for volunteers and community members on CVA principles and procedures.
- Promote awareness of the CVA program among target communities to ensure transparency and understanding.

5. Administrative and Logistical Support:

- Maintain accurate records of program activities, including beneficiary lists, distribution schedules, and financial transactions.
- Ensure proper archiving of program documents and reports.

Qualifications and Experience:

- **Education:**
 - Bachelor's degree in social sciences, Development Studies, Economics, or a related field.
- **Experience:**
 - experience in humanitarian work, preferably in cash-based programming or community development, or being a volunteer with red crescent.
 - Experience in conducting Post-Distribution Monitoring (PDM) and exit surveys is highly desirable.
 - Experience working in emergency response contexts, particularly in natural disaster-affected areas, is an asset.
- **Skills and Competencies:**
 - Strong organizational and coordination skills.
 - Excellent communication and interpersonal skills.
 - Proficiency in data collection, analysis, and reporting.
 - Ability to work under pressure and in challenging environments.
 - Fluency in Arabic and French (written and spoken); knowledge of English and Amazigi is an advantage.
 - Computer literacy, including proficiency in Microsoft Office (Word, Excel, PowerPoint).
- **Personal Attributes:**
 - Commitment to the principles of the Red Cross and Red Crescent Movement.
 - Empathy and respect for diversity.
 - Strong sense of integrity and accountability.

- Ability to work effectively in a team and adapt to rapidly changing situations.

Working Conditions:

- The position is based in Taroudant, Morocco, and will require frequent travel to field locations within the region.
- The role may involve working in challenging and emotionally demanding environments, particularly given the context of the earthquake response.

Selection Process

Interested candidates may send their CV and a cover letter specifying the position applied for and the duty station to:

- crm.crarecruitment@gmail.com

The deadline for submitting applications is set for **02/06/2026**.

Applications will be reviewed on a rolling basis according to the order of receipt. The Moroccan Red Crescent (MRC) reserves the right to modify this deadline if deemed necessary. Only shortlisted candidates will be contacted. The MRC is committed to the principles of equity, diversity, and inclusion.