Position Description

Job Title: Program Coordinator
Immediate Supervisor: Program Manager/Morocco
Location: Amideast Casablanca, Morocco

Context:

Amideast/Morocco is participating in the Education and Training for Employability Program, an initiative that aims to improve the employment prospects of hundreds of Moroccans. The project is funded by the National Initiative for Human Development (INDH). Partners in the project include the National Coordination of the INDH, Morocco's Ministry of Employment and Vocational Training, and ANAPEC (National Agency for Promotion of Employment and Skills). AMIDEAST/Morocco's goal is to help job candidates improve their employment prospects through training and match them to jobs, while assisting private sector companies and organizations in meeting their hiring needs in 2023.

Job Summary:

The Program Specialist works closely with the Program Manager and the broader team. The main focus is helping follow-up and strategically troubleshoot the identification and selection of beneficiaries, as well as supervise more junior staff in their similar efforts. Secondly, to oversee the training of the beneficiaries in groups in each location and ensure Amideast adheres to all program guidelines, policies, objectives and AMIDEAST regulations. This position will require regular and frequent site visits to each INDH platform (training center) and local outreach for selection of beneficiaries and coordination with employers.

Duties and Responsibilities

I. Sourcing, recruitment and follow-up of beneficiaries

- Develop and implement the strategy and tools for sourcing and recruitment of beneficiaries.
- Assist with analyzing local recruitment needs and define potential profiles on the basis of job descriptions.
- Identify potential sourcing partners, such as associations, schools and public and private organizations, government entities that can participate in sourcing and mobilization of young people.
- Ensure the sourcing and matching of profiles according to the requirements of the position and present a shortlist
- Supervise the creation of a database of candidate profiles on the basis of sourcing and collaboration with the different actors.
- Participate in the eligibility, evaluation of the skills and positioning of the beneficiaries and their support for training and insertion
- Facilitate information, recruitment and employment preparation sessions;
- Participate in the implementation of a follow-up strategy for program beneficiaries after integration.
- Assist in the collection of necessary administrative documents for the beneficiaries to ensure eligibility

- Follow-up with the beneficiaries regarding selection (placement tests, interviews …) and the training process
- Supervise the archiving, classification and safe keeping of the beneficiaries' files and documents.
- Organize and lead information sessions and workshops related to the program

II. Job insertion/ Company prospecting:

Participate in the search for new partnerships with companies from various industries and sectors for the placement of young people in the world of work;

- As directed by the Program Manager, follow-up on the partnerships and recruitment operations set up
- Participate in the implementation of a follow-up strategy for program beneficiaries after insertion.
- Ensure and monitor the program beneficiaries' positioning and their integration within partner companies;

III. Monitoring and reporting

- Help analyze the results to evaluate the performance relative to required objectives
- Edit periodic activity reports
- Provide oversight of the INDH platforms for the registration and monitoring of young people and recruitment/training operations.
- Follow-up of the beneficiaries in their internship and integration process
- Development of positive interprofessional relationships with companies and young people with integration difficulties
- To ensure administrative tasks
- Drawing up reports
- Formulate proposals for events or activities to facilitate the integration of beneficiaries in the labor market

Qualifications

- Bachelor's Degree, master's degree preferred
- 5-10 years of administrative experience in a training/employability-related activity
- Outstanding interpersonal and communication skills
- Ability to resolve client problems effectively and diplomatically, and in a timely manner.
- Fluency in French and Arabic. English competency also required.
- Confidentiality regarding all AMIDEAST proprietary services and activities.
- Excellent time management skills.
- Attention to detail and assertiveness.
- Demonstrated history of being responsible and reliable and able to work in a team

NOTE:

- This position description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by the immediate supervisor and other managers when necessary. AMIDEAST reserves the right to change duties and responsibilities as the need arises. This position 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 hrmorocco@amideast.org.