Rabat, 24th November 2026

Terms of Reference – Project Manager

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

The candidate will integrate MIPA's team, working mainly on the implementation of the Project 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 mission within Morocco are possible)	**Duration**:12 month
Salary: Ranging from 11,000 MAD to 13,000 MAD	**Level of Effort**: Full time (40 hours/week)
Deadline for applications: 15th December 2026 – 12.00 AM (Morocco time)	**Foreseen starting date**: February 1st 2027

Background

MIPA is a non-profit independent research institution based in Rabat, Morocco. Founded by a group 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.

Positions' objectives

The **Project Manager** is expected to support the overall implementation of the Project and to facilitate the organization of activities. He/she will be responsible to design, organize and execute the different activities of the project, assuring efficiency and performance in the implementation of the project.

The **Project Manager** will also work to integrate and reinforce the organizational structure of MIPA, in order to build its capacities and to support its establishment as a high-end independent policy research institution, capable of conducting outstanding policy research as well as managing increasing funds to conduct development projects.

The **Project Manager** will work in close collaboration with the president and Executive Director, in respect to the correct implementation of the Project's activities and, in respect to its support to MIPA's strategic development.

The work of the **Project Manager** will be overseen by the MIPA's Executive director.

Duties:

1. **Project planning:** Define the project scope, objectives, and deliverables in consultation with stakeholders, and develop a detailed work plan, schedule, budget, and risk management plan.
2. **Coordination and implementation:** Lead and coordinate the project team, partners, and contractors; assign responsibilities; and ensure activities are carried out according to the approved work plan.
3. **Monitoring and reporting:** Track progress against agreed milestones, budget, and indicators; prepare regular progress reports; and inform stakeholders of key issues and decisions.
4. **Risk and change management:** Identify, assess, and mitigate risks; manage change requests; and escalate critical issues to the appropriate authority in a timely manner.
5. **Financial and resource management:** Oversee the use of project resources and budget in line with applicable rules and procedures, including procurement and contract management.
6. **Stakeholder communication:** Maintain effective communication and working relationships with the client, beneficiaries, partners, and other stakeholders.
7. **Quality assurance:** Ensure that all deliverables meet the required standards and are formally reviewed and accepted.
8. **Project closure:** Ensure the handover of final deliverables, the closure of contracts, and the preparation of a final report including lessons learned.

Qualifications

- Essential
  - Master's Degree (or equivalent experience) in a relevant subject such as Development Studies, Public Policy, management, business administration, project management and marketing.
  - At least two years of experience if a similar position.
  - Proven experience in project management.
  - Excellent written and oral skills in English and Arabic.
  - Advanced knowledge of IT software.
  - Ability to be a team player who works in a dynamic environment, as well as to take initiative and to respect deadlines.
- Desirable
  - Proven experience in the fundraising;
  - Knowledge of any other language (French especially).
  - Any publication in the candidate's field of expertise.

Type of contract

This position is for One year contract (CDD), starting from February 1st , 2027 until January 31,2028.

An extension is possible, but not guaranteed, pending good performance and mutual accord.

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 **must** 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 hr@mipa.institute. Applications will be accepted until **15th December 2026 – 12.00 AM (Morocco time)**.

Three candidates will be shortlisted and contacted for an interview to further assess their qualifications and their fit for this position. We expect to have a contract in place and that the selected person to integrate the team by February 1st 2027.

Only shortlisted applications will be called for the interview.

All questions regarding this position must be submitted to hr@mipa.institute (with s.salah@mipa.institute, m.harrmouch@mipa.institute in copy).