

EU-funded project: Get involved! - Women empowerment in Morocco and Benin 2018-2022

POSITION DESCRIPTION

POSITION TITLE: Project Assistant

COUNTRY: Morocco

DEADLINE: 30 September 2021

TYPE OF CONTRACT: CDD

DURATION: 5 months

STARTING DATE: 10 November 2021

POSITION TITLE: Project Assistant

Location: Morocco, Rabat

PROJECT DESCRIPTION

The EU-funded project 'Get involved' Women empowerment in Morocco and Benin' aims to contribute to the support of a representative democracy and political pluralism through the bolstering of political parties. The project will contribute to a more favorable cultural and legal environment as well as inclusive structures leading to a higher involvement and influence of women in the political parties in Benin and Morocco. The project is co-funded by various European organizations.

SELECTION CRITERIA:

- Working experience of at least 2 years in project coordination, logistic and organization
- At least a Master's degree or equivalent in international relations, political science etc. or relevant field
- High interest in the 'South-South cooperation' and in the political landscape in Morocco.
- Excellent oral and writing skills in English, French and Arabic
- Ability to work in a political sensitive environment and with different actors from West Africa and Europe
- Previous experience with projects funded by international donors is an advantage
- Previous experience as a project assistant is considered an advantage

POSITION PURPOSE

The Project Assistant assists with the implementation of project activities, provides administrative, organizational and logistical support to the Project Manager and coordinates the office.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assists, under the supervision of the Project Manager, the implementation of the project activities in Morocco – logistical and administrative support of project activity implementation,
2. Assists with public relations and visibility activities in close cooperation with the Project Manager, ensuring that established visibility requirements and procedures are applied
3. Assists the Project Manager in the communication and reporting
4. Documents the project activities in a transparent and comprehensible way according to the KAS in-house guidelines and systems.
5. Coordinates internal communication with the project staff e.g. assisting the project manager in preparing and holding regular staff-meeting, announcing approaching deadlines
6. Support the project accountant in requesting supporting documents
7. Performs related duties as assigned.

HOW TO APPLY

Please send a resume and a cover letter to badria.zeino-mahmalat@kas.de and to fatimazahra.nassik@kas.de with “Project Assistant – EU Get Involved” in the subject line by September 30th, 2021.

Early applications are highly encouraged. As applications will be reviewed on a rolling basis, we reserve the right to close this vacancy early if a suitable candidate is found. Only short-listed candidates will be contacted.