

Rabat, 31th March 2021

Offer #1/2021

Terms of Reference – Financial and Administration Officer (ICE/USAID)

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of **Financial and Administration Officer**, which will be recruited in the framework of the Project “Open University for Citizenship Education – Learn to Act”, financed by the United States Agency for International Development (USAID).

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.

We encourage individuals coming from disadvantaged background and from underrepresented minorities to apply for this position.

Summary

Location: Rabat, Morocco (transfers for missions within Morocco are possible)	Duration: 18-months contract, with possibility of extension until completion of the Project pending good performance
Salary: competitive, based on experience	Level of Effort: Full time (40 hours/week)
Deadline for applications: April 16 th 2021 – 12.00 AM (Morocco time)	Foreseen starting date: as soon as possible, and no later than May 1 st 2021

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.

The Project “Open University for Citizenship Education” aims at empowering politically marginalized populations in order to increase their awareness and engagement on political issues, thereby achieve more direct democracy. A diverse network of partners will engage in the training, production of innovative tools, and mentoring of advocacy initiatives of Moroccan citizens. These actions will target especially youth, women and persons with disabilities (PWDs) as these populations are systematically excluded from political life and face considerable challenges when engaging in politics.

Positions' objectives

The Financial and Administration Officer is expected to support the overall administrative and financial management of the Project and to facilitate the organization of activities through the resolution of administrative tasks. He/she will provide competent advice in terms of financial decisions, assuring efficiency and transparency in the use of funds.

The Financial and Administration Officer 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.

Duties¹

- 1) Project's financial and administrative management (60%)
 - Assist the Project Manager in the organization, as well as the administrative and logistical management, of the Project's activities (including participating, as support staff, to selected activities);
 - Ensure that all relevant fiscal and administrative documents (contracts, quotations, invoices, receipts, etc) are accounted for and properly stored following MIPA's internal policies and in respect with USAID guidelines;
 - Contribute to the fiscal and administrative reporting of the Project (including drafting of reports, collecting and organising relevant documents, research data for monitoring, evaluation and learning).
- 2) Assistance to MIPA's financial and administrative management (30%)
 - Support MIPA's Executive Director in the drafting and implementation of the updated financial and administration policies of MIPA;
 - Support MIPA's effort of transparent and accountable fiscal and administrative management;
 - Contribute, in coordination with MIPA's team, to the organization, as well as the administrative and logistical management, of MIPA's activities.
- 3) Research (10%)
 - Carry out research to contribute to MIPA's scientific activities;
 - Carry out and contribute to data analyses;
 - Proofreading and revision of documents (within your field of expertise).

Qualifications

- Essential
 - Master's Degree (or equivalent experience) in a relevant subject such as management, human resources, business administration, project management and marketing;

¹ The percentages indicating the distribution of duties represent a preliminary indication of the required effort and do not necessarily represent the daily work within MIPA.

- At least three years of experience in a similar position;
 - Proven experience in auditing and administrative and financial management;
 - Excellent written and oral skills in English and Arabic;
 - Advanced knowledge of IT software (notably Excel and Word);
 - 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 autonomous drafting of byelaws, acquisition and payment policies, and other organisational policies;
 - Experience with projects funded by USAID;
 - Knowledge of any other language (French especially);
 - Proven knowledge of specialised IT software for administrative and financial management;
 - Any publication in the candidate's field of expertise.

Reporting

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

The work of the Financial and Administration Officer will be overseen by the Project Manager.

Type of contract

This position is for a 18-months contract, starting from May 1st 2021. An extension until the end of the project is possible, but not guaranteed, pending good performance and mutual accord.

The contract will follow relevant regulation (including Moroccan Labour Law).

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 contact@mipa.institute. Applications will be accepted until **April 16th 2021 – 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. Interviews will be held either in person or online between April 19th and 23rd 2021. We expect to have a contract in place and that the selected **person** to integrate the team by May 1st 2021.

Only shortlisted applications will be called for the interview. All unsuccessful applicants will be notified at the end of the recruitment process.

All questions regarding this position must be submitted to contact@mipa.institute (with f.colin@mipa.institute in copy).