

Rabat, 31<sup>st</sup> March 2021

Offer #3/2021

## Terms of Reference – Research Assistant/Editor (PD/EED)

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of **Research Assistant/Editor**, which will be recruited in the framework of the Project “Policy Dialogues”, financed by the European Endowment for Democracy (EED).

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

<b>Location:</b> Rabat, Morocco (transfers for missions within Morocco are possible)	<b>Duration:</b> 10-months contract.
<b>Salary:</b> competitive, based on experience	<b>Level of Effort:</b> Part time (24 hours/week)
<b>Deadline for applications:</b> April 16 <sup>th</sup> 2021 – 12.00 AM (Morocco time)	<b>Foreseen starting date:</b> as soon as possible, and no later than May 1 <sup>st</sup> 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 “Policy Dialogues” has the objective of opening the civic space for an informed discussion between relevant stakeholders to allow the development of concrete and applicable policy proposals to be presented in the framework of Morocco’s elections of 2021 and beyond. Notably, the project foresees the enhancement of policy advocacy in Morocco as a dynamic to bring about concrete and positive change. In the framework of this project, a series of activities (training, policy dialogues and the publication of various policy papers) are deemed to mainstream policy advocacy as a strategy to meaningfully engage in the dialogue with decision-makers and thus contribute to the amelioration of Morocco’s society.

## Positions' objectives

The Research Assistant/Editor is expected to carry out research on a series of relevant topics for the project, including the preparation of background analyses for events, engaging in fact-checking activities and generally support the scientific activities of MIPA.

The Research Assistant/Editor 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.

## Duties<sup>1</sup>

### 1) Research (60%)

- Autonomously conduct thorough background research on a series of topics related to social sciences;
- Collaborate in data collection and data analysis activities carried out by MIPA;
- Assist in the drafting and editing of narrative and technical reports for MIPA's donors;
- Engage in autonomous research and publication within MIPA.

### 2) Editing and proofreading (40%)

- Assist in the editing of the documents published by MIPA;
- Participate in the proofreading process of MIPA's publication;
- Conduct detailed fact-checking on MIPA's documents prior to publication.

## Qualifications

- Essential
  - Master's Degree (or equivalent experience) in political science, economics, international relations, sociology, anthropology or other relevant social sciences disciplines;
  - At least one years of experience in a similar position;
  - Proven experience working with universities, research centres, think tanks, and media outlets;
  - Excellent written and oral skills in Arabic and English;
  - 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
  - Any publication in the candidate's field of expertise;

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<sup>1</sup> 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.

- Experience working with donors, including international organizations, embassies and private institutions.

### Reporting

The Research Assistant/Editor will work in close collaboration with MIPA's President and with the Director of Research. His/her work will be overseen by the Director of Research.

### Type of contract

This position is for 10-months contract, starting from May 1<sup>st</sup> 2021 until February 28<sup>th</sup> 2022. A possible extension of the contract is possible, but not guaranteed, pending good performance and the availability of funds.

### Application and recruitment procedure

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](mailto:contact@mipa.institute). Application will be accepted until **April 16<sup>th</sup> 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 19<sup>th</sup> and 23<sup>rd</sup> 2021. We expect to have a contract in place and that the selected person to integrate the team by May 1<sup>st</sup> 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](mailto:contact@mipa.institute) (with [m.masbah@mipa.institute](mailto:m.masbah@mipa.institute) in copy).