



## **EMPLOYMENT OPPORTUNITY**

The National Democratic Institute for International Affairs's office in Morocco (NDI-Morocco), is seeking a Civil Society Coordinator with strong communications and media skills to support its Morocco-based programs. The position is based in Tangier, Morocco, and will encompass travel throughout the Tangier-Tetouan-Al Hoceima region, with occasional trips to Rabat. Anticipated length of this position is two years.

### **Scope of Work**

The CSO Coordinator would work with a range of civil society actors, including – but not limited to – civil society organizations (CSOs), neighborhood-based associations (NBAs), media entities, the private sector and the wider public. This to provide support to civil society actors across the region to play a more effective, prominent and collaborative role in providing solutions for regional development. Working closely with the team leadership and technical consultants, the CSO Coordinator would focus on building the capacity of CSOs to rethink their traditional strategies for advocating and campaigning and adapt new innovative and collaborative strategies to engage with local and regional governing bodies, other CSOs and NBAs. The Coordinator will identify ways for CSOs to come together with these stakeholders to make use of the potential for increased levels of civic engagement and participation in the regionalization process.

### **Duties:**

- Provide strategic guidance to program partners on implementing participatory approach to decision-making at the Regional Council level;
- Support organizational development and capacity-building of partner civil society organizations;
- Design and carry out training sessions (workshops) and ongoing consultations (technical assistance and coaching) for program partners on conducting community dialogues, public opinion research, message development, strategic planning, building and maintaining coalitions, media relations and outreach to government officials;
- Develop sustainable and responsive mechanisms for dialogue between CSOs and regional institutions
- Support development of program resources, including discussion guides for community dialogues;
- Oversee submission of activity reports to Resident Country Director and DC-based program staff in a timely manner with thorough and high-quality data;
- Work closely with the Regional Council Coordinator to ensure risks are mitigated and cooperation is maximized
- In partnership with Resident Country Director, ensure compliance with national laws, NDI and donor administrative and reporting requirements, as well as appropriate implementation of field office policies and handbook; and
- Fulfill other responsibilities as assigned.

**Minimum Qualifications:**

- Bachelor's Degree, preferably in International Relations, Regional Studies, Political Science or related subjects. A graduate degree is preferred, although additional years of relevant work experience may be substituted for a graduate educational requirement on a one-for-one basis.
- A minimum of eight (8) years' experience working with citizen groups to develop and implement citizen participation or voter education campaigns.
- Ability to share skills and experience with others as a trainer and/or advisor.
- Solid experience in all aspects of program management, including design, coordination, operations, and financial and human resources management.
- Strong interpersonal, communications and networking skills, and a demonstrated ability to build and maintain professional relationships in a multicultural setting with a wide range of audiences, from members of the donor community to local party leaders.
- Proven capacity in meeting program goals while managing financial and administrative responsibilities; experience in results-oriented program design, strategic planning, and program evaluation preferred.
- Superior oral and written communication skills in English required. Fluent French or Arabic is expected.
- Demonstrated management experience in leading and motivating staff to achieve program results.
- Working knowledge of PC-based word processing and spreadsheet applications.

**Desired Qualifications:**

- International experience, including working with international organizations in and out of Morocco
- Demonstrated ability to coordinate with members of civil society, political parties and parliament to achieve program objectives
- Experience with Google Apps (Gmail, Calendar, Google Drive, G+, etc.)
- Demonstrated knowledge and/or competency in program design, monitoring, reporting and evaluation
- Candidates with existing networks and experience with organizations from the TTaH region are preferred.

Deadline for Applications is May 20, 2018. CVs should be sent to [smilic@ndi.org](mailto:smilic@ndi.org). Be sure to reference "CSO Coordinator" in the subject line.

Only finalists will be contacted - no phone calls please.

For more information about NDI please visit [ndi.org](http://ndi.org)

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