



**International
Republican Institute**
1225 Eye St. NW, Suite 700
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

Subject: Program Assistant Job Description

About the International Republican Institute (IRI)

The International Republican Institute (IRI), an international non-profit, non-governmental organization (NGO), dedicated to promoting democracy worldwide, with projects in more than 50 countries worldwide and more than 30 overseas offices, has an immediate opening for a Program Assistant in its office in Rabat, Morocco. Candidates must possess strong knowledge and interest in Morocco politics and be able to operate in a fast-paced environment. A university degree, fluency in English, French and Arabic, as well as Moroccan citizenship is required. Amazigh language skills are also a benefit.

Job Summary

The Program Assistant (PA) supports the Resident Program Director (RPD), the Program Officers (POs), Program Managers (PMs) and Monitoring and Evaluation Specialists (MEL) by performing administrative duties and providing support related to planning and coordination of activities for IRI programs.

The Program Assistant's main responsibilities include; development, support, and administration of programs, she/he will also be responsible for the implementation of IRI's programs.

The job duties of the Program Assistant include, but are not limited, to the following:

- Supporting and assisting the RPD, PO, PMs and MEL to develop relationships with political parties, government officials and civil society organizations.
- Scheduling meetings, providing agenda and minutes, drafting basic reports relevant to IRI programs.
- Outreach and recruitment of participants for IRI activities in coordination with IRI's partner organizations.
- Linguistic support including direct translation during discussions and drafting of letters in Arabic, French and English.
- Support of monitoring and evaluating efforts tied to programming, including contribution to system design and implementation as well as outreach to gather the results of IRI's work, including data collection, storage and analysis.
- Ongoing research and awareness of legal, political and economic developments in Morocco, especially they relate to regional governance and local politics.



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- Use of available resources, websites and social media in an efficient way to help enhance IRI's programs.
- Performing administrative and financial tasks including gathering and reviewing quotes for services, drafting invoices and procurement.
- Managing logistics, organizing and attending IRI trainings, workshops and meetings.
- Performing basic office upkeep.
- Other duties as assigned.

Requirements

In order to excel in the job, this position requires excellent interpersonal skills and organizational skills, ability to manage multiple deadlines simultaneously, ability to exercise great initiative and independent judgment. The role is to be performed with high ethical standards and exceptional internal and external work delivery.

A program Assistant must:

- Have 6 months of experience working in civil society, politics, government or an international NGO.
- Have strong organizational skills as well as interest in the areas of national and local politics, grassroots civic engagement, democracy and governance.
- Have good problem solving skills, be resourceful and take the initiative when needed.
- Be able to work independently as well as within a team, to be organized in their work to ensure that tasks are completed in a timely manner.
- Have excellent communication skills and be professional when dealing with all aspects of the programs.
- Have demonstrated experience being responsible for finances and company resources.
- Have strong research skills and in interest in learning more about civil society, politics, governance and economic development.
- Have a strong understanding of mobile technology and social media, this position requires responsible management of a social media presence.
- Have a Bachelor's degree in political science, international relations or related field.
- Have knowledge of Microsoft Office, including Word, Excel and Outlook.
- Have excellent verbal and written communications skills in Arabic, French and English. Amazigh facility also desired.



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- Have demonstrated initiative and ability to work independently and as a member of a team.
- Have willingness to acquire new skills and knowledge required for the job.
- Have willingness to travel frequently within in Morocco.
- The PA will be evaluated based on his/her ability to carry out functions in a satisfactory way and on his/her contribution to a positive working atmosphere in the office.
- An additional measure will be his/her ability to operate in a team environment and support positive growth, both programmatically and personally, with colleagues.

Submission Guidelines.

Interested candidates should submit a letter of intent, CV and three references to Mrs. Fatma Suleiman, fsuleiman@iri.org. Deadline for the submission of applications is April 15, 2019. Please note that only short listed candidates will be contacted for an interview.

IMPORTANT: The work performed at IRI is solely the property of IRI. Any work prepared, created or performed is not be to reviewed, disseminated, disclosed, copied, distributed or used for any purpose other than for the benefit of IRI and the projects in the candidate's portfolio.