

Position Announcement

Program Officer – Moroccan Students & Scholars

The Moroccan-American Commission for Educational and Cultural Exchange (MACECE), based in Rabat, is seeking to hire a dynamic, highly motivated individual to assume the role of Program Officer, Moroccan Students & Scholars. This position is primarily responsible for the program management of graduate students and faculty traveling to the United States on Joint-Supervision, Post-Doc, and Scholar-In-Residence grants.

The Organization:

For over 40 years, the Moroccan-American Commission for Educational and Cultural Exchange (MACECE) has been working to promote the spirit of traditional friendship between the peoples of Morocco and the United States of America by facilitating academic and cultural exchanges between American and Moroccan citizens. The binational Commission administers a wide range of research, study and teaching grants, chiefly within the context of the worldwide Fulbright Educational Exchange Program.

The Program:

The Fulbright Program is the flagship international exchange program sponsored by the US government, with the goal of increasing mutual understanding and promoting leadership development.

Duties and Responsibilities:

Application process: Ensure the timely and complete execution of the application process from program announcement, technical review of applications, responding to inquiries from prospective applicants, organizing selection committees, and nomination.

Grantee onboarding and management: Support the grantee onboarding process including delivering pre-departure orientations before travel to the US, the coordination of all Moroccan grantee ticketing and travel plans, scheduling visa interviews and ensuring the grantees full preparation for travel. Oversee and support grantees throughout the exchange period in the US via regular communication. Collect feedback of the grantee experience through bi-annual evaluations. Maintain awareness of individual grantee timelines and updated data files including grant finances. Communicate and collaborate with partners in DC in case of any grantee emergency. Facilitate the safe return of grantees to Morocco. Participate in alumni engagement activities including representing the Commission at grantee thesis defenses where appropriate.

Events: Collaborate with the Community Engagement Officer and participate in recruitment activities when required (can include in-person or virtual information sessions, webinars, social media content development, networking events, alumni meet-ups, etc). Organize events related to the managed programs which include post-nomination meetings, pre-departure orientations, re-entry workshops, alumni engagement events, etc. Prepare and deliver appropriate presentations and activities. Establish a forecast of event's expenses with quotes to be approved by management team. Participate in all group events held at MACECE and lead programs and events for visiting American groups where needed.

Required Skills, Experience and Core Competencies:

Academic Background

- Minimum degree level: bachelor's degree (or Bac+4)
- Master's degree preferred, but not required

Professional experience

- At least 2-3 years of experience in program and/or project management, grants management, working at an NGO, universities student services or study abroad
- An understanding of program monitoring and evaluation assessment is a plus
- Participation in work or study abroad is a plus

Core competencies

- Office suite (Excel, Powerpoint)
- Professional English
- Proficiency in French preferred
- Communication skills (written and oral)

Managerial and behavioral competencies

- Public speaking and presentation skills
- Interpersonal communication
- Responsiveness
- Thoroughness and follow up
- Customer service excellence
- Time and deadline management
- Teamwork
- Initiative
- Creativity
- Problem solving
- Ethics and confidentiality
- Open-mindedness and adaptability

Other Requirements

- Ability to travel domestically and internationally
- Driver's license preferred
- Ability to work nights or weekends when event attendance or travel is required

Qualified candidates: please submit both a CV and cover letter explaining your interest in the position and relevant experience (in English) to h.elbastami@fulbright.ma no later than 5pm on March 10th

Incomplete applications will not be considered.

Only shortlisted candidates will be contacted for an interview.