

JOB ADVERT

“Programme Manager” (Full-time)

IUC programme VLIR-UOS & Moulay Ismaïl University

The VLIR-UOS - UMI is looking for an IUC Programme Manager (full-time) who will be responsible for the day-to-day management of the IUC programme under guidance of the Local Program Coordinator (LPC). She/he will be based at Moulay Ismail University, Meknes.

PROFILE

- Should have a Master’s degree;
- Should be proficient in French and in English, both written and oral;
- Should be familiar with the higher education system in Morocco;
- Should have active knowledge of MS Office software and Internet;
- Should demonstrate abilities in effective planning, organizing and reporting, with respect for deadlines;
- Should be communicative (verbally as well as written), accurate, impartial, creative and quality-oriented.
- Should have competencies in financial management and accountability practices.

RESPONSIBILITIES

1- General assignments

- Assist the Local Program Coordinator (LPC) in successfully achieving the assigned tasks and responsibilities;
- In collaboration with the LPC, take pro-active initiatives aimed at the enhancement of VLIR-IUC program/project effectiveness as and when required;
- Ensure timely preparation of all relevant documents/issues, with respect of VLIR-UOS rules and deadlines;
- Deputize the Local Program Coordinator (LPC).

2- Office management

- Establish an effective office management system;
- Ensure that the project’s documentation is appropriately categorized and archived for a period prescribed by the VLIR-UOS regulations;
- Support the LPC in drawing up the Program’s documentation;
- Act as an administrative contact person for all Local and Flemish team members and all local administrative staff and other stakeholders.

3- Communication

- Support the LPC in establishing and maintaining efficient communication with stakeholders;
- Ensure and coordinate timely (preparation of) reporting (financial and activity) respecting VLIR-UOS rules and deadlines;
- Ensure effective communication on all issues related to the program, amongst program participants, their Flemish counterparts, Local and Flemish coordinators, Coordinating Flemish University - ICOS and VLIR-UOS;

- Prepare and verify all program and project documentation and reports in collaboration with Local and Flemish PLs, the LPC, the FPC and Coordinating Flemish University -ICOS;
- Disseminate all relevant information on the Program's website and among partner universities;
- Communicate details on relevant financial and administrative rules and regulations (VLIR-UOS) to all local stakeholders and ensure that they are understood and respected.

4- Logistic support

- Assist with logistical arrangements for activities such as workshops and conferences;
- Assist with the development and maintenance of the Program database;
- Ensure logistic and non-academic preparation of the Program workshops, dissemination conferences, and steering committees;
- Facilitate and assist with administrative and logistical arrangements for local and visiting project team members.

5- Financial management:

A good and transparent financial management is the responsibility of the PM. The PM will ensure overall co-ordination of all south financial management/issues, with all parties involved and in consultation with LPC. Assignments may include:

- Assist in accounting and financial management of the Program;
- Take charge of the management and accounting of VLIR-IUC Program finances, and ensure financial liaison between all parties involved in financial matters;
- In collaboration with the LPC quarterly provide up to date financial statements;
- Monthly & quarterly compile and forward a detailed financial report to Coordinating Flemish University to complete with the North expenditures. These reports contain all financial information available on the projects;
- Timely undertake financial reporting and sending of electronic copies of the original documents to Coordinating Flemish University;
- Ensure financial information exchange between all relevant stakeholders; to ensure they are familiar with the VLIR-UOS financial guidelines and assist them if they have questions related to financial issues.
- Establish budget control with the assistance of an internal auditor: verify account settlement processes and procedures;
- Reconcile all accounts and prepare financial documents and other relevant documentation for use by external auditors.

How to Apply:

All suitably qualified candidates should send their applications by email to the Local Programme Coordinator (LPC) (lpc.cui.umi@gmail.com) and should include the following documents:

- A complete and signed Cover Letter;
- Curriculum Vitae/Resume;
- Copies of all Academic credentials
- Names, contact numbers and address of three academic/professional referees.

To ensure gender balance, qualified female candidates are strongly encouraged to apply. Please note that the position is only open to Moroccan nationals.

Deadline: Monday, 22th February 2016 by 5 PM

Start date : March 1st, 2016.