

CALL FOR APPLICATIONS

Position: Communications & Programme Officer

Location: Marrakech, Morocco

Start date: October 2020

Organisation overview

[The Moroccan Biodiversity and Livelihoods Association](#) (MBLA), based in Marrakech is a non-governmental organisation created in 2014 by a group of young Moroccan researchers specialized in agronomy, botany, community development, plant commercialization and phytochemistry from various Moroccan universities. Our mission is to conserve biodiversity and improve livelihoods in partnership with local communities through applied research, capacity building and dissemination of results. In collaboration with local communities in the High Atlas, we deliver participatory conservation actions such as assessing the richness of local biodiversity, promoting agroecology, and building and managing local seed banks, herbaria, community plant nurseries and water infrastructure.

We seek collaborators who are self-motivated to work autonomously within a horizontal structure to achieve mutually agreed outcomes in our High Atlas Cultural Landscape programme. We value people who contribute innovative solutions to complex problems, work independently with minimum supervision and share results openly in a collaborative spirit, all while operating with the highest ethical and professional standards.

About the role

The Communications & Programme Officer will join our team to support the multi-year [High Atlas Cultural Landscapes](#) programme in Morocco in partnership with the UK-based NGO [Global Diversity Foundation](#) (GDF), which supports environmental leadership and regional biocultural programmes. The Communications & Programme Officer will be responsible for delivering creative and engaging external communications which effectively showcase the activities and results of the High Atlas Cultural Landscapes Programme as well as MBLA's work more broadly. The successful candidate will work closely with MBLA staff in-country, remotely located GDF staff, local and national partners, and funders.

Responsibilities:

General

- Understand the full High Atlas Cultural Landscapes programme, including the results chain and the importance of integration between social, biological and economic, capacity-building and dissemination strategies;
- Participate in bi-monthly HACL team meetings;
- Collaborate with the MBLA Board and GDF Morocco Programme Director on the multi-scalar HACL dissemination strategy;
- Respect all MBLA and GDF organisational policies, and ensure they are respected by other team members;
- Support and liaise with MSc students and interns carrying out fieldwork in the High Atlas;
- Support MBLA and GDF with donor reporting for High Atlas Cultural Landscapes programme grants.

External communications

- Develop MBLA communications strategy, annual reports and general dissemination efforts (e.g. writing blogs, developing brochures, providing photos and videos);
- Deliver quarterly donor reports on the 'Benefit 700 Moroccan girls through school gardens' (Dar Taliba) project;
- Identify local media and press and write press releases in Arabic and French;
- Provide content for MBLA's social media accounts (Facebook, Twitter, Instagram and LinkedIn) and be responsible for ensuring its online profile is active and up to date;
- Oversee the MBLA website and regularly update the homepage with news;
- Support the MBLA team with ad-hoc translations (English to Arabic and/or English to French);
- Develop content for fundraising campaigns and reports on [GlobalGiving](#);
- Provide ad-hoc support to GDF Morocco Programme Director with HACL Communication outputs.

Fieldwork and Event Coordination

- Provide in-country logistics and coordination to support fieldwork activities (e.g. organising travel and accommodation) and other administrative tasks as requested by the team, in collaboration with MBLA administrator;
- Support the MBLA Administrator with the organisation of community workshops and participatory processes, biodiversity fairs and other events and activities as requested by the MBLA team.

Internal communications

- Proactively contribute to an excellent flow of internal communications between field, research and coordination teams, and support the development of field reports;
- Support the MBLA team with ad-hoc editing of internal reports in English and/or French;
- Record and disseminate accurate minutes of bi-monthly HACL meetings in a timely manner.

Requirements for the role

Essential qualifications and/or skills

- Undergraduate in a relevant subject (Communications, Film and Audiovisual, Graphic and Digital Design, Languages, Journalism, Social Sciences) or equivalent experience;
- Strong attention to detail with an ability to write in a clear and concise manner to target a wide range of audiences;
- Fluent in (Moroccan) Arabic and in an Amazigh language (Tachelhit or Tamazight), excellent command of English and French (written and oral skills);
- Experience managing organisational social media accounts (Twitter, Facebook, Instagram);
- Initiative and self-motivation to work relatively autonomously while maintaining excellent communication and interaction with a team;
- Excellent working knowledge of Microsoft Office package;
- Ability to work in a multi-disciplinary and multi-cultural team, in both rural and urban contexts;
- Pro-active with strong organisational skills and the ability to multi-task;
- Shares MBLA's vision and values with a commitment to supporting biocultural diversity conservation and community livelihoods.

Desirable qualifications and/or skills

Experience with

- communications (in any sector) and social media outreach;



- press and media;
- graphic design, photography and video.

How to apply:

Please submit a CV and cover letter to MBLA Administrator Khaoula Khaldoun (mbla.association@gmail.com).

Your cover letter should be in English and should not exceed two pages. It **must clearly demonstrate how your skills, experience and knowledge meet the responsibilities and requirements for the role** (as set out in the job description).

Deadline for applications: Ongoing

We are accepting applications on an ongoing basis until the position has been filled.