

Job Description

Position: **Grants and Project Management (GPM) team – Project Officer**



Organization Overview

Tostan is a 501(c)(3) nonprofit organization headquartered in Dakar, Senegal and currently operating in five West African countries. Strategically, the organization is committed to continuing to develop its core competency of empowering education and to documenting and scaling the sustainable impact it creates across a range of issues. Tostan's flagship model, the 3-Year Community Empowerment Program (CEP), has already reached thousands of communities in both West and East Africa since 1991. Outcomes in governance, education, health, economic empowerment, and the environment are currently tracked, and Tostan has been particularly proud to play a significant role in the large-scale empowerment of women and girls and the community-led abandonment of harmful practices such as female genital cutting and child marriage. As a part of its 2019-2022 [Strategic Engagement Plan Tostan](#) is focused on [Strategic Scaling](#). The organization is developing new implementation strategies to support community leadership in unlocking larger-scale systems change at regional scale. It is also creating new models for sharing and replicating its programs with other development partners and expanding its capacities to share Tostan's overall approach to support and influence a range of local and global audiences. For more information, please visit: www.tostan.org

Team Overview

The position is in the Grants and Project Management Team. Within the Programs Department, the team's mandate is to monitor and contribute to proposal writing, manage projects, provide support to country offices to improve project management while keeping in mind the interest of partner communities. In coordination with national offices, the team can support the development of technical partnerships with other organizations working in the same areas as Tostan.

Roles & Responsibilities

Reporting to the Grants and Project Management team leader, the Project Officer is responsible for coordinating, supporting and tracking the progress of all projects falling under his/her portfolio. The Project Officer also supports the development of new proposals, writes/edits project reports, reviews financial reports and ensures consistent communication with all key stakeholders. He/she will ensure deadlines are met and proactively identify any delays or challenges to be addressed.

Position Summary

- Manage 6-7 project grants falling under different programmatic areas of Tostan's work.
- Track project budgeting, action plans and reporting. Proactively flag any deviation and follow up on the appropriate corrective actions.
- Coordinate the content development for all assigned proposals and ensure an effective and timely contribution from the field offices and various internal stakeholders, in particular the other Programs department teams – the Conception & Pedagogy team and the Monitoring, Evaluation, Research and Learning team.
- Ensure that field staff have relevant materials, financial information and support needed to launch new projects and stay on track.
- Write/edit/translate project reports, ensuring standard requirements are met.
- Collaborate with field staff, volunteers and/or the senior management team to develop content for reports and proposals.
- Ensure that National Coordinators and field staff are provided with the information and support they require in order to manage the project efficiently
- Conduct visits to project sites to support field offices as necessary
- Support donor visits to the field when falling under his/her portfolio, in close collaboration with relevant teams
- Support the development and improvement of internal processes related to resource mobilizations, communication, reporting, capacity building etc.
- Comply with the information management tools used by the team and support improvement initiatives (including use of Salesforce database).

Key Relationships:

Direct supervisor: Team leader of the Grants and Project Management Team

Direct colleagues: 1 Project Manager, 2 Project Officers

Others: Senior management in 5 field offices (National Coordinators, Financial and Admin managers)

Location: Tostan International head office in Dakar, Senegal

Key Qualifications and Selection Criteria:

Education: Master's in International Development, Human Rights, International Education or another relevant Social Science discipline.

Language Proficiency: Native/fluent in English with good command of French is required.

Knowledge & Experience: At least 3 years of project management and report writing experience in a non-profit or development sector, preferably with field experience.

Characteristics

- Highly self-motivated and detail oriented, this individual is an asset to the team and is depended upon to track and communicate all project deadlines and to manage the delivery of accurate, high-quality reports and proposals.
- Excellent written and verbal communication skills in English and French, able to communicate with key donors.
- Ability to build strong working relationships, both in-person and virtually.

- Team player, comfortable in working with multiple deadlines, under pressure and in a multicultural environment.
- Believes strongly in Tostan's mission to empower African communities to bring about sustainable development and positive social transformation based on respect for human rights.

Contract type: Fixed Term Local Contract (1 year, renewable for 2 years)

Expected start date: As soon as possible

HOW TO APPLY

Please send a CV and cover letter in English via email to hr@tostan.org, with “Grants and Project Management Project Officer Application” in the subject line.

We are accepting applications until 30 June 2020

Incomplete applications will not be considered. Only candidates whose profile are in line with the requirements will be contacted for a first written test. Tostan is an equal opportunity employer. We evaluate all applicants without unlawful considerations of race, religion, age, sex, national origin, disability, or any other basis prohibited by applicable law.