Job Description

Project Management Intern
Grants and Project Management (GPM) Team
Program Department
Tostan Inc., Dakar (Senegal)
1. Organization Overview

Tostan is a West Africa based international nonprofit headquartered in Dakar, Senegal. Our vision is “Dignity for all” and our mission is to inspire and empower communities to achieve their vision for sustainable development. We contribute to creating large scale movements for the respect of human rights leading to positive social transformation. Tostan’s core values are love, communities first, learning and innovation, partnership and dialogue, passion and pride in our work, respect and humility toward others. The years 2020-2023 will be a period of scaling and sustaining our impact in West Africa. For more information, please visit: www.tostan.org

2. Team Overview

The intern will work under the guidance of the Grants and Project Management (GPM) Team (acting as mentor) part of the Programs Department. Working in coordination with the other teams of the Program Department, the other departments or in collaboration with the other team members of Tostan Inc., and the country offices, the team’s mandate is to contribute to the effective and transparent management of the multi-donors and multi-country portfolio of ongoing Tostan’s projects in all their phases: developing concept notes and project documents, designing action plans and budgets, monitoring the timely implementation of the activities and the respect of the budget, donors compliance, writing quality narrative and financial reports. The team also provides support to country offices to improve project management while keeping in mind the interest of partner communities and donors, and support them in the identification and establishment of technical and financial partnerships.

3. Main Roles

The intern must be learn and support the reporting to the Head of the GPM team, the Intern will support the rest of the team for coordinating, supporting and tracking the progress of all projects falling under his/her portfolio. The Intern will also support the development of new proposals, write/edit project reports, review financial reports and ensure consistent communication with all key stakeholders. He/she will ensure deadlines are met and proactively identify any delays or challenges to be addressed.

4. Position Details

Location: Tostan Inc. head office in Dakar, Senegal
Contract type: 6-month Internship
Expected start date: Early January 2020
Direct supervisor: Head of the GPM Team
Direct colleagues: 1 Head of the GPM Team, 2 Project Officers
Others colleagues: Members of Programs Department, National Coordinators and Financial and Admin managers from the five country offices
5. Key Characteristics and Selection Criteria

**Education:** Higher Education in International Development, Development Economics, Human Rights, or another relevant Social Science discipline.

**Language Proficiency:** Proficiency in written and oral English and French is required.

**Knowledge & Experience:** Previous experience in project management and report writing in a non-profit or development sector. Knowledge of West-African context will be an asset.

**Personal characteristics:** Highly self-motivated and detail oriented, excellent written and verbal communication skills, 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.

6. How to apply

Please send a CV and cover letter in English via email to hr@tostan.org, with “Project Management Intern” in the subject line. We are accepting applications until December 6th 2019. Incomplete applications will not be considered. Only the candidates selected for an oral interview will be contacted. 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.