Job Advertisement

CHIEF OF PROGRAMS
Tostan International
TOSTAN

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.

POSITION

In this exciting role, the Chief of Programs (CoP) will oversee Tostan’s programs. The position is based at our international headquarters in Dakar and entails traveling regularly to Tostan National Coordinations (NC) in Senegal, Mali, Guinea, The Gambia, and Guinea-Bissau, as well as to the Tostan Training Center (TTC) in Thiès (Senegal).

As a visionary yet hands-on leader, the CoP will support the scaling of programs on the ground and drive learning and collaboration across the organization. Reporting to the Chief Executive Officer (CEO), and working closely with the Chief Finance and Operations Officer (CFOO), the Founder and Creative Director, Program Officers at Tostan International, National Coordinators and the Board of Directors, the CoP will lead the Programs Department in the further development and implementation of Tostan’s programmatic initiatives to scale community well-being, driving Tostan’s key learning objectives while overseeing the direct implementation of Tostan’s flagship CEP programs, and training and replication with other strategic partners.

The CoP will also work with the CEO and other leadership team members to support Tostan’s scaling via global influence, contributing to thought leadership and practitioner networks across West Africa and internationally.

RESPONSIBILITIES

Executive & Strategic Leadership

- Drive programmatic and strategic learning for impact across the organization, ensuring the advancement of Tostan’s learning agenda and playing a central role in the recently launched Scientific Advisory Group
- Serve as a member of the Executive Team, and regularly engage with the Tostan Board of Directors
- With the rest of the leadership team, work to continuously build understanding and support for Tostan’s core mission and to foster effective collaboration across the organization.
- Together with the leadership team, identify and address cross-functional organizational priorities and build appropriate organization-wide processes and systems.
- Represent Tostan to key stakeholders and programmatic partners, including programmatic and strategic institutions, and foundation executives. Ensure active representation of Tostan in key programmatic and thought-leadership forums and membership networks, including those related to community-led development, empowering education, social norms, and systems change. Be aware of and propose strategic membership in other highly aligned networks. Maintain a clear firsthand understanding of local community perspectives.
- Lead or contribute actively to the creation of internal and public documents including programming summaries, research and evaluation reports, donor and organizational reports, thought leadership, and other strategic program documents.

**Programmatic Leadership**

- Ensure Tostan’s programs are high quality for partner communities and reflective of Tostan’s vision, mission and core values as outlined in the 2019-22 Strategic Engagement Plan.
- Guide and support the full cycle of Tostan’s program processes including conception, development, planning, implementation and monitoring, and reporting and learning, in partnership with communities, local government and other development partners.
- Work closely with the Founder and Creative Director to manage program versions, programmatic support materials, and the conception and testing of program updates and/or new programmatic designs. Ensure the ongoing revision and documentation of clear programmatic tools, manuals, policies and procedures at all organizational levels, and ensure that those are communicated and implemented throughout the organization.
- With CFO, co-lead strategic and annual planning across all of Tostan’s programs, including the setting of milestones and targets in line with the 2019-2022 strategic plan to achieve the identified priorities.
- Ensure the functioning of a coherent programmatic tracking system capable of ongoing measurement to ensure the quality of Tostan’s programs and the accomplishment of the impact agenda, and provide data necessary analysis, reporting and course correction.
- Encourage data use and data-driven dialog and decision-making across the organization. Oversee the production of monthly, quarterly and annual programmatic reports for use at all organizational levels, including for use by Executive Team and Board in strategic decision making.
- Maintain Tostan’s programmatic learning agenda and drive organization-wide participation in advancing priority learning areas. Ensure development of successful external research and evaluation partnerships with individual researchers as well as institutional and/or academic partners.
- Address current strategic programmatic priorities, including district-level scaling, overall demonstration of evaluation and impact, data management and use, post-program strategies, and specific areas such as gender equality, the role of youth and economic impact. Also identify new issues and develop a plan to address them. Make actionable recommendations to the CEO and the Senior Leadership team on overall programmatic strategy and programmatic oversight.
- Participate in key decisions pertaining to operating model, strategic directions and operational execution, including the ongoing development of each of Tostan’s scaling pathways.
• Evaluate and advise Tostan’s longer-term planning, as well as the introduction of new programs/strategies

Team Leadership
• Lead and oversee the Programs Department, including the teams: 1. Monitoring, Evaluation, Research and Learning, 2. Pedagogy and Conception, and 3. Grants and Project Management
• Provide mentorship and capacity development to staff to build next generation of program leadership
• Ensure systems and structures for effective coordination of the Programs Department internally as well as with other departments
• Lead continual improvement of the programming and planning process through engagement of Programs staff, department managers and national teams.

KEY QUALIFICATIONS AND SELECTION CRITERIA

Knowledge & Experience
• Experience in a senior program-management role, partnering with executive staff, resulting in the development and implementation of creative program management strategies
• Proven experience in leading staff and teams. Proven experience with managing programs funded from a multitude of different donors with different requirements and working in multiple countries
• 10+ years of experience in program leadership in Sub-Saharan Africa
• Direct experience and deep knowledge of working with non-profit and/or educational program management systems
• Proactive, organized and detail-oriented
• Exceptional communication skills, both oral and written
• Strong knowledge in program management, design, evaluation, and learning
• Direct experience working closely with a Board of Directors

Education
Master’s Degree in Development, Education or a related field.
Advanced university degree in one of the following fields: social sciences, public administration, international relations or other related disciplines. Preferable a combination of educational programming, management, administration and relevant technical fields.
Training in Management desirable.
Publishing or thought leadership in programmatic areas highly relevant to Tostan’s work such as social norms, gender, human rights, well-being, or education is an asset

Characteristics
• Ability to lead a team, to effectively mentor key staff in a multicultural and multilingual environment and to promote capacity-building efforts
• Understanding of social norms theory and how this interconnects with gender dynamics
• Passionate belief in and commitment to empowering communities to develop and achieve their vision for the future and inspiring large-scale movements leading to dignity for all.
• Strong commitment to human rights education, participatory approaches and transparency, and to bringing these to life in organizations and/or communities
• Potential to bring unique and aligned gift(s) that contribute to Tostan’s long-term success
• Capacity to communicate skillfully and bridge understanding to forward strategic priorities to fulfill Tostan’s mission and vision
• Ability to work in a collaborative, co-creative team, bringing value to the team’s outcomes – enriching, respectful, beneficial
• Ability to advise executive team on strategic decisions on program management, to take decisions and to ensure efficient and effective coordination of programs across geographies and departments

Language Proficiency
Full Fluency in English and French are required.
Excellent writing skills in English are required.
Knowledge of a local language in which Tostan works is welcome

POSITION INFORMATION
Directly Supervises: Programs team
Reports to: Chief Executive Officer
Location: The position is located in Dakar, Senegal, at Tostan’s International Office. The post will require regular travel to Thies Senegal, as well as to Tostan’s national and/or regional offices in Tostan’s five countries of presence, and to international events and meetings of programmatic nature.
Budget Size: Tostan’s annual operating budget for 2019 was planned at $10m.

TO APPLY
Send your CV and cover letter, and at least three (3) professional references to apply_to_CoP@tostan.org.
Please note that candidates will be reviewed on a rolling basis.
The first round of interviews is scheduled for the week of February 24th.
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.