

## Job Description

Position: **GRANTS – Project Officer**

### Organization Overview

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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 2019-2020 will be a period of scaling and sustaining our impact in West Africa. For more information, please visit: [www.tostan.org](http://www.tostan.org)

### Team Overview

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The position is in the Grants Team. Within the Programs Department, the team’s mandate is to 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

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Reporting to the Head of the Grants team, 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*

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- 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 Programs 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:**

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**Direct supervisor:** Head of the Grants Team

**Direct colleagues:** 1 Project Manager, 1 Project Officer

**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:**

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**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 2 years of project management and report writing experience in a non-profit or development sector.

### *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.

**Location:** Tostan International in Dakar, Senegal

**Reports to:** Head of the Grants Team

**Contract type:** Fixed Term Local Contract 2 years

**Expected start date:** End of March 2019

## HOW TO APPLY

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

We are accepting applications until March 11, 2019.

Incomplete applications will not be considered. 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.

