



JOB VACANCY

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.

The Project Officer is a member of the Grants and Project Management Team (GPS) and will report to the GPS leader. Within the Programs Department of Tostan International, the team's mandate is to manage the projects' portfolio of the organization, as well as the reporting and communication with donors. GPS team also provides support to country offices to improve project management while keeping in mind the interest of partner communities. In coordination with national offices, and under the leadership of the partnership development team, the team can contribute to proposal writing, as well as to the development of technical partnerships with other organizations working in the same areas as Tostan.

We are looking for a dynamic and motivated Project Officer who is willing to join the Grants and Project Management (GPS) team in Tostan's Program Department and who is ready to work on projects that benefit communities in Africa.

As a member of the Grants and Project Management team, you will be responsible for:

- Coordinating, supporting and monitoring the progress of all projects in the portfolio.
- Supporting the preparation of new proposals, writing and editing project reports.
- Reviewing financial reports and ensuring consistent communication with all key stakeholders.
- Ensuring deadlines are met and proactively identifying any delays or challenges.



Would you like to participate in the achievement of Tostan's programmatic objectives? And you have the following qualifications:

- A Master's degree in international development, human rights, international education or another relevant social science discipline.
- At least 3 years of experience in project management and report writing in a non-profit or development sector, preferably with field experience in West Africa.
- Fluency in French and English (required)

Join our team by sending your application to the following address hr@tostan.org before **July 27th 2021** with the reference "**PO-0721**" and:

- A cover letter (in English)
- A detailed CV including the contact details of three referees, one of whom must be your current or previous supervisor.
- Copies of diplomas and certificates

You can consult the job description by clicking here: [Project Officer](#)

Tostan is an equal opportunity employer. We consider all applications, regardless of race, religion, age, gender, nationality, disability or any other form of discrimination prohibited by law.

We therefore strongly encourage applications from women and people with disabilities.

Successful applicants will be submitted to a pre-employment check in accordance with the Safeguarding and Child Protection Policy, the Sexual Exploitation and Abuse Policy and the Anti-Terrorism Checking Policy.