



Partnerships Administration Assistant

Where We Work

We partner with communities to implement our Community Empowerment Program (CEP) in five African countries - Guinea, Guinea-Bissau, Mali, Senegal, and The Gambia.



- 3,000 partner communities engaged since 1991
- Over 5 million people reached in 9 countries
- 30,000+ women taking on leadership positions
- Tostan Training Centre alumni network of over 900 people and 50+ nationalities

The Partnerships Administrative Assistant works under the Chief Partnerships Officer (CPO) in Tostan headquarters in Thies, Senegal to fulfil a range of critical administrative tasks essential to the completion of the Partnership Team's duties. The Partnerships Administrative Assistant (PSAA) serves as the primary administrative support for the Partnerships Team.

You have a Bachelor's Degree required or a liberal arts or similar advanced degree in relevant discipline preferred; you are **strong skills in French and English**; Administrative and organizational skills; 3 years of administrative assistant experience, preferably in a non-profit organization. Send us your application with the reference « **PSAA 2023** » until **February 28rd, 2023** to the following address hr@tostan.org togetherwith :

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

Please find below the link to the job description: [Job description PSAA](#)

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. For example, we strongly encourage applications from women and people with disabilities. Successful applicants will be subject to a pre-employment check in accordance with the Safeguarding and Child Protection Policy, the Sexual Exploitation and Abuse Policy and the Counter Terrorism Checking Policy.

Tostan's mission is to empower communities to develop and achieve their vision for the future and inspire large-scale movements leading to dignity for all. Tostan is a 501(c)(3) non-profit organization headquartered in Dakar, Senegal and operating in five West African countries.

Tostan has been particularly proud to play a significant role in the large-scale empowerment of women and girls, the community-led abandonment of harmful practices such as female genital cutting and child marriage, and the expanding partnership between local community leaders and local government in creating sustained change. Tostan is building upon its 32-year legacy to support community well-being in new and greater ways. In early 2023 Tostan will launch its Strategy to 2030: In partnership for community well-being. Developed in collaboration with partner communities, local & national government, and supporters from around the globe, this strategy will support breakthroughs in community well-being by engaging new clusters of communities, deepening connections and resources at local level, and catalyzing the broader ecosystem of actors that support communities. Partnerships are at the heart of realizing this potential.