Appointment of
Chief of Programs
Contents

3 Introduction: A letter from the future
4 Who we are
6 Role description
8 Person specification
10 Appointment process & how to apply
Dear Successful Candidate,

Five years ago, in the fall of 2021, you accepted our offer for the role of Chief of Programs based in Senegal, West Africa.

It is amazing to think of what we have accomplished together since that moment. Back then, as Tostan was turning 30 years old, we saw so clearly our potential to build upon an already historic legacy to truly scale community well-being following three pathways: the direct implementation of our programs, training and replication through partnerships, and a broader global influence. It has been such a pleasure to watch as you have helped us make headway along these pathways. Thanks to your skills and dedication to bringing out the very best from our talented program teams we have gained greater momentum and reached new heights.

Our programs teams, our leaders and colleagues across the organization, the Board of Directors, and so many external partners have been enriched by your collaborative leadership. Because of your leadership, tens of thousands of communities and millions of women and girls have improved their well-being. Our organization has not only been able to reach and demonstrate — together with local government and a range of partners — the impact of integrated empowering education across three countries in West Africa, but also through enhanced partnerships involving sharing, training, coaching and mentoring we have contributed to increasing the well-being of thousands of communities in new geographies.

Along the way you have helped us shape our global influence, to not only drive these programs but more broadly inspire understanding and increased support for the foundations of sustainable well-being around the world.

While we have made many exciting steps forward, I know that you, and all of us, are even more engaged by all we have yet to do. Your abilities to focus on our existing commitments while also keeping our long-term perspectives and potential in mind have been a pleasure to work with.

Here’s to our next five years.

Elena Bonometti
Tostan CEO
Who we are

Our vision:
Dignity for all

Our mission:
Tostan empowers communities to develop and achieve their vision for the future and inspires large-scale movements leading to dignity for all.

Our organization
Tostan is a 501(c)(3) nonprofit organization headquartered in Dakar, Senegal and currently operating direct programming in five West African countries while training and influencing leaders and organizations across Africa and around the world. We have welcomed over 200,000 community participants across eight African countries since our founding nearly 30 years ago. We have reached over 2 million people through organized diffusion; and impacted over 5.5 million lives positively by the movement to abandon harmful traditional practices. The Tostan Training Center (TTC) has welcomed more than 600 training participants from over 60 countries.

Tostan's 2019-2022 Strategic Engagement Plan seeks to build upon the organization’s experience in grassroots education and development through the Strategic Scaling of community well-being across three scaling pathways: Direct implementation, Training and Replication, and Global Influence.
Who we are

Our programs:

Direct Implementation: At the core of Tostan’s work is the flagship Community Empowerment Program (CEP), a three-year non-formal education model that has already reached thousands of communities in both West and East Africa and has demonstrated its effectiveness in shifting harmful social norms and improving gender equality, among other outcomes.

Tostan tracks outcomes of the CEP in governance, education, health, economic empowerment, and the environment and also partners with external evaluators and researchers to understand impact in these and other areas. 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.

The organization has made a significant commitment to rigorous exploration of the ways in which its programs contribute to community-led changes in social norms and overall improvements in well-being.

The organization is currently rolling out innovations in the implementation of new rounds of the CEP to support greater interaction and collaboration between communities and decentralized government, thereby unlocking larger-scale systems change at regional scale.

Training and Replication: Tostan is also significantly expanding its partnerships with African development practitioners, religious leaders and policy-makers by sharing the fundamentals of the CEP and providing opportunities for reflection on how to apply them to strengthen their own programming efforts with communities. Starting in 2020, Tostan has been engaging in an exciting, emergent programming effort in Nigeria that supports efforts by Nigerian partners.

Global Influence: Building upon a long history of influence in the global community, Tostan is expanding its efforts to engage with and influence a range of local and global audiences in partnerships to advance community well-being.

Structure of Programs Department

Tostan has a flexible and collaborative organizational structure to support its programs across the three scaling pathways. National Coordinators and their country program teams, as well as Tostan’s Training Team at the TTC are supported by three international programs teams: pedagogy and conception; monitoring, evaluation, research, and learning; and grants and project management. Tostan’s global influence is currently coordinated across the teams with significant leadership of the Executive Team and Tostan’s Global Mobilization Team.

For more information on our work, please visit our website. 

Read more about our programs here.
Role description

In this exciting role, the Chief of Programs (CoP) will oversee Tostan’s programs. As a visionary yet hands-on leader, the CoP will provide support and leadership to the efforts to scale community well-being.

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 directly in the countries of Tostan presence and in training and replication with other strategic partners in additional geographies. 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. For all three areas of scaling, the CoP will provide support and leadership in monitoring and evaluation and research. The CoP will also contribute to the strategic planning process for Tostan’s next strategic period from 2023-2030.

Directly supervises: Programs team
Reports to: Chief Executive Officer
Budget size: Tostan’s annual operating budget for 2021 is $12 million.

Key duties and responsibilities

Executive & strategic leadership

• Drive programmatic and strategic learning for impact across the organization, ensuring the advancement of Tostan’s learning agenda.
• 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.
• Together with the leadership team, identify cross-functional organizational priorities and build appropriate organization-wide processes and systems.
• Represent Tostan to key stakeholders, including programmatic and strategic institutions, partners and philanthropic organizations. Ensure active representation of Tostan in key programmatic and thought-leadership forums.
• Maintain a clear firsthand understanding of local community perspectives.
• Lead or contribute actively to the creation of communications material.
Role description

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 in partnership with communities, local government and other development partners.

• Work closely with the Founder and Creative Director to manage program versions, support materials, program updates and/or new programmatic designs. Ensure the ongoing revision and documentation of clear programmatic materials, and ensure that those are communicated and implemented throughout the organization.

• With CFOO, 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.

• Encourage data use and data-driven dialog and decision-making across the organization. Oversee the production of monthly, quarterly and annual programmatic reports.

• Maintain Tostan’s programmatic learning agenda and drive organization-wide participation in advancing priority learning areas.

• 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.

• Participate in key decisions pertaining to operating model, strategic directions and operational execution, including the ongoing development of each of Tostan’s scaling pathways.

Team leadership

• Lead and oversee the Programs Department, including the teams:
  1. Monitoring, Evaluation, Research and Learning,
  2. Pedagogy and Conception, and

• 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.
We are comprised of talented, committed people ranging from program officers to Community Empowerment Program facilitators, directors to volunteers and interns. Each individual contributes his or her unique personality and skills to further our work, creating a dynamic environment in which positive change can take place. If you are interested in joining the Tostan team and have expertise in community empowerment programming, particularly in West Africa, we encourage you to apply.

In addition, for this role we are seeking a leader with the following knowledge and experience:

• 10+ years of experience in program leadership in Sub-Saharan Africa;
• 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.

Person specification

- Understanding of social norms theory and how this interconnects with gender.
- Proven experience with managing programs funded from a multitude of different donors, with different requirements, and in multiple countries.
- Direct experience and deep knowledge of working with non-profit and/or educational program management systems.
- Strong knowledge in program management, design, evaluation, and learning.
- 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, including the ability to lead a team, to effectively mentor key staff in a multicultural and multilingual environment and to promote capacity-building efforts.
- Direct experience working closely with a Board of Directors.
- Master’s Degree in development, education or one of the following fields: social sciences, public administration, international relations or other related disciplines.
- 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.
- Potential to bring unique and aligned gift(s) that contribute to Tostan’s long-term success.
Person specification

We are also seeking the following attributes:

• Strong commitment to human rights education, participatory approaches and transparency, and to bringing these to life in organizations and/or communities.

• Exceptional communication skills, both oral and written; with the capacity to communicate skilfully and bridge understanding to forward strategic priorities to fulfill Tostan’s mission and vision.

• Ability to advise executive team on strategic decisions on program management, to make decisions and to ensure efficient and effective coordination of programs across geographies and departments.

• Ability to work in a collaborative, co-creative team, bringing value to the team’s outcomes – enriching, respectful, beneficial.

• Proactive, organized and detail-oriented.

Language:

• 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.
Appointment process & how to apply

Perrett Laver is conducting an executive search process in parallel with the public advertisement of the role. For an informal discussion about the role, contact Teresa Phiri at teresa.phiri@perrettlaver.com.

To apply, please upload a full curriculum vitae (detailing the nature, scope and scale of responsibilities held) alongside a covering letter of application detailing relevant skills, experience and motivation to www.perrettlaver.com/candidates quoting reference number 4701.

The deadline for applications is 12 noon BST on Friday, 20th August 2021.

The selection committee will together review all candidates’ applications and agree on a longlist for the role. Longlisted candidates will be invited to discuss the position with Perrett Laver in greater detail in September. The selection committee will subsequently meet in late September to decide upon a final shortlist to be invited to the formal interview stage in October.

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, Guinea-Bissau, the Tostan Training Center (TTC) in Thiès (Senegal), as well as to international events and meetings of programmatic nature.

Coronavirus caveat: The health and wellbeing of our staff and stakeholders are of utmost importance to us. Since we are in the midst of the pandemic, the timeline has many unknowns. We hope the Tostan CoP will begin work by the end of 2021. We will only interview candidates in-person if it is safe to do so, and we are committed and confident in a virtual recruitment process where necessary. Furthermore, we note that the appointed candidate may experience some adjustments to normal travel in the role for some time.
Appointment process & how to apply

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.

Protecting your personal data is of the upmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation.

The data you provide us with is securely stored on our computerized database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

Perrett Laver is a Data Controller and a Data Processor, as defined under the General Data Protection Regulation (GDPR). Our legal basis for much of our data processing activity is ‘Legitimate Interests’.

You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website http://www.perrettlaver.com/information/privacy-policy/.