



Partnerships Administrative Assistant

2022 IN NUMBERS



25,572

Community Empowerment Program (CEP) participants in **341** communities in five countries—Senegal, Guinea, Mali, The Gambia, and Guinea Bissau.



78%

of program participants are women and girls.



3,360

neighboring communities reached through CEP participant outreach activities.



72

community Peace Commissions set up in Mali and Guinea and trained on Tostan's Peace and Security module.



666

local elected officials from Senegal and The Gambia trained on Strengthening Democracy and Civic Engagement.



119

participants from **10** countries trained at the Tostan Training Center.



6

public declarations held by **332** communities in Senegal, Mali, and Guinea Bissau to announce their decision to abandon harmful traditional practices.



260

members of Civil Society Organization platforms and religious leader networks in Nigeria participated in seminars led by Tostan-trained facilitators.

TOSTAN STAFF

312

Community Facilitators

266

Country Administrative and Program Staff

47

Tostan International Staff



Tostan's mission is to empower communities to develop and realize their vision of the future and to inspire large-scale movements towards dignity for all. Tostan is a non-profit organization based in Thies, Senegal, operating in five West African countries (Senegal, Guinea, Mali, Guinea-Bissau, Gambia).

You have a Bachelor's Degree required, a Liberal arts or similar advanced degree in relevant discipline preferred; fluency in French (oral and written) is required; fluency in English (oral and written) is required (C1 level); 3 years of administrative assistant experience, preferably in a non-profit organization;

Send us your application with the reference "**PSAA Sept 2023**" before the date of 20th September, 2023 to the following address hr@tostan.org with :

- A cover letter;
- A detailed CV with contact information for three references, one of which must be your current or previous supervisor;
- Copies of your diplomas and certificates.

You will find below the link to consult the job description : [JD PSAA](#)