



Job Description

Partnerships Administration Assistant



Organization Overview

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) nonprofit organization headquartered in Dakar, Senegal and operating in five West African countries.

Tostan's flagship model, the three-year Community Empowerment Program (CEP), has already reached thousands of communities in both West and East Africa since 1991. Impacts that change lives are in areas such as education, health, economic empowerment, governance and the environment; 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.

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.

Role Overview

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**.

Key Responsibilities

Schedule, Calendaring, and Administration for Chief of Partnerships and Partnerships Team

- Alongside the CPO, ensures that the Partnerships team is kept abreast of all internal communications and supports team members to complete necessary administrative tasks for the smooth running of the team;
- Coordinates the Partnerships team calendars, providing reminders to teams related to tasks, appointments, and other scheduled matters;
- Ensures that the CPO is aware of and appropriately engaged with all scheduled responsibilities and activities;
- Organizes travel, including reserving plane tickets, ground transportation, hotels, and putting together itineraries for the partnership team;
- Supports onboarding processes for new members of the Partnerships team and/or partners;
- Coordinates Partnerships meetings, ensuring timely scheduling, that facilitators are identified, agendas are prepared, minutes are kept, and follow-ups tracked.

Knowledge Management and Record Keeping

- Co-creates and maintains an efficient knowledge management system that is highly functional in the day-to-day and readily accessible (both hard-copy and electronic) and which ensures alignment and coordination across the department.;
- Follows and keeps updated core team documents including workplans, RACIs, KPIs, and other tools;
- Acts as the central knowledge management focal point for the Partnerships Team;
- Ensures departmental record-keeping;
- Enters information into platform Salesforce.

Quarterly and Annual Reporting

- Supports outreach and follow-up for the ongoing tracking of Partnerships Team KPIs and related materials;
- Ensures that Monthly, Quarterly, and Annual KPI documents are submitted on time with appropriate record-keeping.

Communications, Partnership and Outreach

- In relation to Partnerships meetings with external visitors, partners and Tostan sister organizations, responds to requests for materials;
- Prepares follow-up communications;
- Works with the Partnerships Advisor to coordinate, prepare, plan and deliver donor trips in close collaboration with the logistics team.

Key Qualifications

Skills, Education, and Experience

- Bachelor's Degree required;
- Liberal arts or similar advanced degree in relevant discipline preferred;
- Enjoy working within a small NGO environment that is mission-driven;
- Administrative and organizational skills;
- 3 years of administrative assistant experience, preferably in a non-profit organization;
- Strong track record of building systems for administrative support;
- Knowledge of Gmail, Google Groups, Google Documents, Google Calendars, and other relevant software;
- Working knowledge of Microsoft Office (Outlook, Word, Excel, and PowerPoint), and Adobe Acrobat.

Characteristics

- Creative, self-starting;
- Results-focused, and community oriented;
- Ability to exercise good judgment in a variety of situations;
- Ability to maintain a realistic balance among multiple priorities and stakeholders;
- Able to work under pressure;
- Manage a wide variety of concurrent activities;

- Handle confidential matters with discretion;
- Ability to define and meet organizational needs with minimal supervision and oversight, and manage multiple tasks at once;
- Solutions orientated;
- Discretion and confidentiality;
- Ability to work independently on projects, from conception to completion;
- Very strong interpersonal skills and the ability to build relations with stakeholders, including staff, board members, external partners and donors;
- Expert level written and verbal communication skills;

Languages (required)

- Fluent in English;
- Fluent in French;

Reporting lines

Reports to

Chief Program Officer (CPO)

Supports

Chief Program Officer and Partnerships Team

Location

Senegal

How to apply:

Send your resume, cover letter, and scans of your diploma and certificate of education and training by email to hr@tostan.org.

Please send an email with " **PSAA 2023** " quoted in the subject line. We will accept applications until February 28rd, 2023. Incomplete applications will not be considered.

Tostan is an equal opportunity employer. We evaluate all applications in accordance with legal standards and without regard to race, religion, age, gender, origin or disability.