

Job description



TITLE	Partnerships Administration Assistant
DEPARTMENT/SERVICE	Partnerships
SUPERVISOR	Partnerships Officer
ENTITY	Tostan International





Organisation overview

Tostan is a 501(c)(3) non-profit organization based in Dakar, Senegal, currently operating in five West African countries. At the strategic level, the organization is committed to continuing to develop its core competency of empowering education, and to document and scale the sustainable impact it creates on a range of issues. Tostan's flagship model, the three-year Community Capacity Building Programme (CCBP), has already reached thousands of communities in West and East Africa since 1991. Results in governance, education, health, economic empowerment and the environment are currently being monitored, and Tostan is particularly proud to have played an important role in the large-scale empowerment of women and girls and in community abandonment of harmful practices such as female genital mutilation and child marriage. As part of its [strategic engagement plan 2023-2030](#), Tostan focuses on strategic scaling. The organization is developing new implementation strategies to support community leadership by unlocking broader systemic changes at the regional level. It also creates new models for sharing and replicating its programs with other development partners and expands its capacity to share Tostan's global approach to support and influence a range of local and global audiences. For more information, please visit : www.tostan.org

Department overview

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 catalysing the broader ecosystem of actors that support communities. Partnerships are at the heart of realizing this potential.

Roles and responsibilities

Under supervision of the Chief Program Officer, the Partnerships Administrative Assistant will be responsible of:

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 work plans, 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.
- Supports with verbal and written translation when requested by a member of the Partnerships team

This list is not exhaustive, the Partnerships Administrative Assistant will be called upon to perform any other duties that may be assigned to him in connection with his skills or position.

Key relationships:

Direct line Manager: Partnerships Officer



Supports: Chief Program Officer and Partnerships Team

Localisation: Thies, Senegal

Key qualifications required:

Education:

- Bachelor's Degree required;
- Liberal arts or similar advanced degree in relevant discipline preferred.

Language skills:

- Fluency in French (oral and written) is required;
- Fluency in English (oral and written) **is required (C1 level)**.

Knowledge and Experience:

- 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.

Soft skills (characteristics)

- Enjoy working within a small NGO environment that is mission-driven.

Type of contract: local contract

Start date: October 2023

Our team is made up of people who strongly believe in Tostan's mission to empower communities to develop and realize their vision for the future and inspire large-scale movements towards dignity for all.



Vision, Mission, Values, Problem definition

Vision

Dignity for all

Mission

Empower communities to develop and realize their vision for the future and inspire large-scale movements towards dignity for all.

Valour

Love - integrity, respect and humility - learning and innovation - sustainability - partnership and dialogue –
passion and pride in our work.

Problem definition

Lack of access to empowerment and non-formal education, exacerbated by poverty and deeply rooted social norms, creates an environment that does not adequately prepare individuals and communities to realize their own vision of well-being. Sustainable communities.

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 Sept 2023** " quoted in the subject line. We will accept applications until 20th September 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.