

## Recruitment announcement

### " C'est la vie" programme coordinator

Founded in 2004, RAES is a Senegalese NGO that creates innovative strategies for behavior change in Africa. RAES acts as a hub for linking international partners and programmes, the media and local civil society. RAES trains, supports and accompanies local actors and communities to access information and find solutions to their problems. Its mission is to promote social change and an enabling environment for informed individual and collective decision-making based on free, appropriate and complete information.

Since 2012, RAES has been running C'est la vie, a 360° communication campaign aimed at the adoption of positive behaviours regarding maternal and child health, sexual and reproductive health and rights, the fight against gender-based violence and the improvement of the quality of care.

The main objective of the campaign is to provide access to a wide range of information on these topics in order to promote dialogue at community level and support change. With content on TV, radio and social media, the CLV campaign targets people aged 15-35. In addition to mass media, CLV supports community activities in nine countries (Benin, Burkina Faso, Chad, Côte d'Ivoire, Guinea, Mali, Niger, Senegal and Togo).

For the implementation of this programme, RAES has a pool of technical and financial partners:

- Funding since 2012 from the French Muskoka Fund (multi UN agencies: UNFPA, WHO, UNICEF, UN Women) which provides technical support in the production of content and supports the deployment of activities through their country offices in 5 countries;
- A co-financing of AFD and the Bill and Melinda Gates Foundation which has been implemented for the first time from 2018 to 2021 and covered 4 countries and which is starting up again for a second phase of
- AmplifyChange network funding that will start in September 2022 for a duration of 30 months and mobilize 8 CSOs from 4 countries for the deployment of social mobilization and advocacy actions on SRHR.

**RAES is looking for a person to coordinate its *C'est la vie!* programme.**

#### Mission and areas of responsibility of the position

The main role of the Programme Coordinator is to support the Operations Directorate in steering, formulating the work plan and its implementation, as well as in identifying the development perspectives of the programme entrusted to it. It is responsible for the proper implementation of the programme in accordance with the priorities, methods, deadlines, budgets and results agreed in the framework partnership agreements. To this end, he/she coordinates and leads the project officers and other members of his/her team, in conjunction with the Operational Support and Digital divisions.

#### Function and Tasks

- **Support ED and OD in the development of the programme and the projects within it:**
  - o Mapping the stakeholders of the programme and projects;
  - o By defining the logical framework of the programme and projects, in conjunction with his/her team and the other divisions of the Operations Directorate: objectives, activities, working methods and tools, evaluation methods with steering and results indicators, objectives and communication methods, methods for capitalizing on experience, facilitating forums for reflection in order to be able to innovate, etc. ;

- o By identifying and mobilizing human, financial and technical resources (procedures, working methods and tools, etc.);
- o By regularly proposing adaptations of the logical framework to the needs and constraints of the field, in conjunction with the teams and key stakeholders.
- **Coordinate the implementation, steering, evaluation and adaptation of the annual work plan of its programme:**
  - o Planning activities with partners;
  - o Organizing and facilitating work with partners, NGO team members and external stakeholders involved in the programme;
  - o By listening to their needs, requests and proposals;
  - o By organizing regular reviews (individual or collective, scheduled or case-by-case) of the objectives, methods and results of the work carried out;
  - o Disseminating the information necessary for the smooth running of the team and the quality of the work expected;
  - o Preparing meetings with management;
  - o By writing and distributing the reports that he/she is responsible for;
  - o By carrying out occasional field visits or missions, to participate in activities, provide support to teams, support stakeholders involved in the programme and its projects, etc. ;
  - o Ensuring compliance with the budget, management procedures, commitments and legal obligations;
  - o By co-performing the monitoring and evaluation of activities with the person responsible for monitoring and evaluation;
  - o Ensuring regular reporting to the Operations Department, the ED and donors;
  - o Coordinating the drafting or writing of interim and final reports;
  - o Contributing to the processes of capitalisation of experience and communication on the results of the programme and related projects, under the authority of the ED and the OD;
  - o By participating in thematic work and networks or platforms related to the programme's themes or activities;
  - o By monitoring and contributing to internal debates on the programme's themes.
- **Manage the team and contribute to administrative and financial functions**
  - o Participating in HR management practices: recruitment, integration, capacity building/training, evaluation, institutional relations, career development, updating of an external skills roster, etc. ;
  - o By fostering a climate of mutual respect, trust, exchange, cooperation and well-being at work;
  - o Validating HR schedules: missions, travel, leave, replacements for absences, etc.);
  - o Verifying and validating expenditure on the programme and projects under its responsibility.

### Main organizational relationships

- Line manager: Operations Manager
- Internal functional relations: with all the NGOs employees, in particular those of the project, whether they are permanent or temporary (fixed-term contracts, interns, volunteers);
- External functional relations: (consultants, experts, etc.), operational partners (in particular Keewu productions, technical or financial partners).

### Profile required

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Mastery of project management knowledge, validated by a diploma or recommendation from an NGO or international organization.</li> <li>• Very good theoretical and practical knowledge of context analysis, 'communication for change' and community-based approaches.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of the sector, issues and practices in relation to the themes of the programme, particularly SRHR, and especially in West and Central Africa.</li> <li>• At least 5 to 10 years experience in programme/project management (either in an NGO or in an international organization), of which at least 3 to 5 years on one or more of the RAES programme themes</li> </ul>
<b>Technical skills</b>	<ul style="list-style-type: none"> <li>• Ability to conceptualize a strategic vision, programmes/projects with a view to their operationalisation, based on the values and know-how of the NGO.</li> <li>• Mastery of funding channels and budget management techniques.</li> <li>• Ability to define and argue the choice of priorities.</li> <li>• Mastery of programme/project logical frameworks.</li> <li>• Organizational rigor in the preparation, implementation and monitoring of pre-defined work processes.</li> <li>• Ability to comply with procedures and deadlines.</li> <li>• Ability to monitor and keep abreast of developments in the field of intervention.</li> <li>• Excellent oral expression in French and English.</li> <li>• Good writing skills in both languages.</li> <li>• Fieldwork practice with local actors in Francophone Africa.</li> <li>• Full command of the office pack and Google Drive.</li> </ul>
<b>Teamwork and leadership skills</b>	<ul style="list-style-type: none"> <li>• Ease of contact with others</li> <li>• Ability to communicate by adapting to the people you are talking to.</li> <li>• Team spirit in the preparation, implementation and monitoring of work processes within a team.</li> <li>• Ability to be available when needed.</li> <li>• Ability to collect and disseminate information to management, staff and partners.</li> <li>• At least 2 years experience in managing a team of at least 3 to 5 people.</li> <li>• To experience the pleasure of energizing, accompanying and developing a team in its work.</li> <li>• Ability to delegate and supervise follow-up.</li> <li>• Ability to evaluate employees and discuss the evaluation.</li> <li>• Ability to arbitrate to prioritize actions but also to manage disagreements.</li> </ul>
<b>Values and attitudes</b>	<ul style="list-style-type: none"> <li>• Adherence to the associative culture, as well as to the core values of the RAES.</li> <li>• Understanding the positioning of the association, its know-how, its principles of action and its methods of intervention.</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to analyze and adapt to different situations.</li><li>• Habit to deal with difficulties or stress.</li><li>• Anticipation and initiative.</li><li>• Curiosity and ability to question and innovate.</li><li>• Continuous search for quality.</li></ul>
<b>Other requirements</b>	Ability to be mobile due to (frequent) travel in the field.

### Job requirements

- Type of contract: 2-year fixed-term contract under local Senegalese law with a 3-month trial period, renewable if necessary.
- Location: position based in Dakar
- Start date: October 2022
- Gross monthly salary: according to the RAES salary scale and experience
- 100% health insurance

### How to apply?

Interested candidates should provide a CV, including 3 references, and a covering letter describing their education, experience and skills and why they think they are best suited for the position.

To apply, please send your application to the following address: [recrutement@ongraes.org](mailto:recrutement@ongraes.org) with the following reference in the subject line: Recruitment CLV Programme Coordination

Application deadline: 30 August 2022

Only shortlisted candidates will be contacted.

*"RAES fights against all forms of exploitation, abuse and sexual harassment as well as the mistreatment of children and vulnerable people and places great emphasis on equal opportunities."*