

Recruitment Announcement

“C'est la vie” Project Manager

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

Since 2012, RAES has been conducting C'est la vie, a 360-degree communication campaign aimed at adopting positive behaviors in maternal and child health, sexual and reproductive health and rights, the fight against gender-based violence, and improving 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 the community level and support change. With content on television, radio and social media, the CLV campaign targets people between the ages of 15 and 35. In addition to mass media, CLV supports community-based 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 provide technical support in the production of content and support the deployment of activities through their country offices in 5 countries;
- A co-financing of AFD and the Bill and Melinda Gates Foundation that has seen a first phase of implementation from 2018 to 2021 and has covered 4 countries and that is restarting on a second phase of
- AmplifyChange network funding that will start in September 2022 for a duration of 30 months and mobilizing 8 CSOs from 4 countries for the deployment of social mobilization and advocacy actions on SRHR.

RAES is looking for a person to support the coordination of the *C'est la vie!* programme by handling the agreement with the GATES Foundation.

Mission and responsibilities of the position

The main mission of the position is to support the CLV Programme Coordinator in the development and implementation of the annual work plan of the assigned project.

Function and Tasks

- **Support program coordination and OD in project development:**
 - o By mapping the project's stakeholders;
 - o By defining the logical framework of the project, in conjunction with the other divisions of the Operations Department: objectives, activities, work methods and tools, evaluation methods with steering and results indicators, communication objectives and methods, methods for capitalizing on experience, animation of spaces for reflection to be able to innovate, etc. ;
 - o By identifying and mobilizing human, financial and technical resources (procedures, work 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 project work plan, under the authority of the program coordinator:**
 - o Planning activities with partners;
 - o By collaborating with partners, NGO team members and external stakeholders involved in the project; by listening to their needs, their requests and their proposals;
 - o By requesting or participating in regular meetings (individual or collective, scheduled or case by case) on the objectives, methods and results of the work carried out;
 - o Disseminating the information necessary for the proper functioning of the team involved in the project and for the quality of the work expected;
 - o By making regular visits or field 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 and legal obligations;
 - o By co-evaluating the activities with the person responsible for monitoring and evaluation and the program coordinator;
 - o Ensuring regular reporting to the programme coordination and donors;
 - o Writing interim and final reports;
 - o Contributing to the processes of capitalization of experience and communication on the results of the programme and related projects.
 - o Participating in thematic work and networks or platforms related to the themes or activities of the program;
 - o By monitoring and contributing to internal debates on the programme's themes.
- **Contribute to administrative and financial functions**
 - o By completing HR schedules: missions, travel, leave, replacements for absences, etc.);
 - o Preparing purchase requisitions and following the execution process for the project under his/her responsibility.

Main organizational relationships

- **Line Manager:** Programme Coordinator
- **Internal functional relationships:** Internal functional relationships: with all the employees of the NGO, in particular those of the programs, whether they are permanent or temporary (fixed-term contracts, interns, volunteers, etc.)
- **External functional relations:** Functional relations with external collaborators (consultants, experts, service providers, etc.), operational partners (in particular Keewu productions and the member associations of the Rights & Health Alliance), technical or financial partners.

Profile

Knowledge	<ul style="list-style-type: none"> • Mastery of project management knowledge, validated by a diploma or recommendation from an NGO or international organization. • Very good theoretical and practical knowledge of context analysis, "communication for change" and community-based approaches. • Very good knowledge of digital usage.
Experience	<ul style="list-style-type: none"> • Knowledge of the sector, issues and practices related to the program's themes, particularly SRHR, and especially in West and Central Africa

	<ul style="list-style-type: none"> • At least 3 to 5 years' experience in project management (either in an NGO or in an international organization), including at least 1 to 2 years on one or more of the RAES program themes
Technical skills	<ul style="list-style-type: none"> • Ability to translate field needs into activity projects. • Ability to define and argue the choice of priorities. • Mastery of program/project logical frameworks. • Rigorous organization in the preparation, implementation and monitoring of pre-defined work processes. • Ability to follow procedures and deadlines. • Ability to keep a watchful eye on developments in the field of intervention themes. • Excellent oral expression in French and English. • Good writing skills in both languages. • Practice of fieldwork with local actors in French-speaking Africa. • Complete mastery of the office pack and Google Drive.
Ability to manage teamwork and leadership	<ul style="list-style-type: none"> • Ease of contact with others. • Ability to communicate by adapting to your interlocutors. • Collective work spirit in the preparation, implementation and follow-up of work processes within a team. • Ability to be available when needed. • Ability to collect and disseminate information to his/her hierarchy, collaborators and partners.
Value and know-how	<ul style="list-style-type: none"> • Adherence to the associative culture, as well as to the fundamental values of the RAES. • Understanding of the association's positioning, its know-how, its principles of action and its methods of intervention. • Ability to analyze and adapt to different situations. • Ability to handle difficulties or stress. • Spirit of anticipation and initiative. • Curiosity and ability to question and innovate. • Continuous search for quality.
Other requirements	Ability to be mobile due to frequent travel in the field.

Conditions of the position

- Type of contract: 2-year fixed-term contract under local Senegalese law with a 3-month trial period, renewable as needed.
- 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 cover letter describing their education, experience and skills and why they feel they are best suited for the position.

To apply, please send your file to the following address: recrutement@ongraes.org with the reference of the offer in the subject line: Recruitment Project Manager "C'est la vie"



Application deadline: August 30, 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 importance on equal opportunities"