



Job Description
Senegal Program Manager
(Part-Time: 15 hours per week)
Location: Washington, D.C.

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Haiti and the Democratic Republic of the Congo (DRC), Free the Slaves has an annual operating budget of approximately \$3 million, a talented and dedicated staff of 27, including 11 in its country offices and field programs, and a highly engaged and supportive board of directors.

For more information, see: www.freetheslaves.net.

Position Overview

This is an exciting opportunity to inaugurate Free the Slaves' newest country program, expected to launch in the fall of 2016. The Senegal program will initially be focused on eradicating child trafficking in street begging, with prevention and protection activities in communities of origin and destination. The principal role of the Senegal program manager will be to manage day-to-day programmatic and operational work within FTS's Senegal program in close collaboration with the Senegal country director (based in Senegal). The role includes strengthening the work of Free the Slaves' local NGO partners, who are bringing people out of slavery and improving national and local policy frameworks related to slavery and human trafficking. The Senegal program manager will be supervised by the Africa and Caribbean regional programs director (based in Washington, D.C.). The Senegal program manager will coordinate closely with the FTS monitoring, learning and evaluation team; with the FTS development team on grant reporting and proposal writing; and with the communications team. The Senegal program manager will also coordinate with the FTS program operations officer (based in Washington, D.C.), who will carry out operational tasks connected to the Senegal program.

Please note that this position is dependent on finalization of a pending grant agreement; we currently anticipate that it will be signed in August.

Responsibilities

- Backstop all elements of the FTS Senegal program that require headquarters support, in close collaboration with other team members.
- Collaborate with and provide line supervision of the Senegal country director (based in Senegal).
- Play a pivotal role in expanding and diversifying the FTS portfolio in Senegal, including building excellent relations with donors, participating in proposal writing, supporting preparation of required programmatic reports to donors and other donor communications.
- Collaborate with the programs operations officer, who will support financial administration matters.
- Oversee the implementation of monitoring and evaluation of the Senegal program including Senegal partners' anti-slavery work, in close collaboration with the monitoring, learning and evaluation team.
- Ensure the development of annual plans and budgets for the Senegal program and for funded grassroots partners and the monitoring of adherence to the plans and budgets, taking corrective action as needed, in close collaboration with the Senegal country director.
- Support the director of programs and the Africa and Caribbean regional programs director in continuously improving the Programs Department's processes and impact.

Requirements

- An existing right to work in the U.S. (green card or U.S. citizenship).
- Fluency in English and French.
- Willingness to work an average of 15 hours per week.
- Strong organizational and time management skills.
- Program management and operational experience, skills and aptitude.
- Relevant postgraduate qualification (e.g. international development, human rights, law, community development, social work) or breadth of work and educational experiences to substitute effectively.
- Passion and commitment to ending modern slavery.
- Innovative spirit and willingness to use creative thinking.
- Determination and ability to sustain positive, respectful and dynamic relationships with overseas partners, alongside expectations of mutual accountability.
- Ability to develop budgets, understand income and expenditure reports and give meticulous attention to financial management.
- Ability to work with limited administrative support.
- Strong English writing skills, including ability to write for different audiences.
- Strong French writing skills.

Preferred

Experience or expertise in the following areas:

- Working in Senegal.
- Working with grassroots, community-based organization while based in Global South.
- Wolof language skills.
- Working on rights-based community organizing and development of decent work and income-generation opportunities.
- Grassroots-led social change, especially in the anti-slavery and anti-trafficking movement.
- Building the capacity of local non-governmental organizations and/or government agencies.
- Grant management and program operations management.
- Supervising professional staff.
- Securing and managing grants.

Additional Information

Salary

Free the Slaves offers a salary commensurate with experience and skills. Applicants early in their careers are encouraged to apply.

A note regarding part-time work: paid leave is offered for this position. Medical insurance coverage is not available for this position, due to its part-time nature. While our desire is to transition the Senegal program manager to a full-time role, depending on the preference of the finalist candidate, that possibility is dependent on future funding opportunities. Therefore, candidates should apply only if they are reasonably able to commit to the posted schedule for the next two years.

To Apply

Applicants should send a tailored cover letter that outlines your interest, experience and, briefly, how you intend to allocate your time to meet the requirements for this part-time position and your degree of flexibility; a resume; and a list of three references. PLEASE SUBMIT YOUR RESUME, COVER LETTER and REFERENCES AS ONE (1) WORD OR PDF DOCUMENT to the following link: <http://smrtr.io/x4ZwzQ>. Please include your last name in the title of each document.

Deadline for Applications

Applications received by **Wednesday, August 31, 2016, 6:00 p.m. ET** will receive full consideration. Applications received after this date may be reviewed on a rolling basis until the position is filled.

Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.