



## **Job Description**

### **Senegal & Democratic Republic of the Congo Program Manager**

**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, Dominican Republic, Senegal and the Democratic Republic of the Congo, Free the Slaves has an annual operating budget of approximately \$3.2 million, a talented and dedicated staff of 25, including 11 in its country offices, and a highly engaged and supportive board of directors.

For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

#### **Job Description**

This is an exciting opportunity to support Free the Slaves' existing Congo and Senegal programs.

#### **Senegal:**

The program manager's overarching task for the Senegal program will be focused on supporting its work of 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 FTS Senegal country coordinator and the FTS management consultant, both based in Senegal. The program manager will

support these persons in their work, which 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 manager on MLE oversight; with the FTS development team on grant reporting and proposal writing; and with the communications team on messaging. The Senegal program manager will also coordinate with the FTS operations team to ensure that all financial, programmatic and policy oversight is undertaken correctly and in a timely manner.

### **Democratic Republic of the Congo (DRC):**

The program manager's tasks for the Democratic Republic of the Congo (DRC) will be to work with the DRC program team to plan and implement Free the Slaves' work, including its strategy to eradicate slavery in North and South Kivu. This will include 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 program manager will support and supervise the DRC country director (based in DRC) and will be supervised by the Africa and Caribbean regional programs director. The program manager will coordinate closely with the FTS development team on grant reporting and proposal writing; and with the communications team on messaging. The Congo program manager will also coordinate with the FTS operations team (based in D.C.), who will provide finance and organizational support to the Congo program.

### **Responsibilities**

- Backstop all elements of the FTS Senegal and Congo programs that require headquarters support, in close collaboration with other team members.
- Collaborate with and provide line supervision of the Senegal country coordinator and Congo country director.
- Play a pivotal role in expanding and diversifying the FTS portfolio in Senegal and Congo, including building excellent relations with donors, participating in proposal writing, supporting preparation of required programmatic and financial reports to donors and other donor communications.
- Coordinate with the operations team on financial administration matters.
- Oversee the implementation of monitoring and evaluation of the Senegal and Congo programs including Senegal and Congo's partners' anti-slavery work, in close collaboration with the monitoring, learning and evaluation manager.
- Ensure the development of annual plans and budgets for the Senegal and Congo programs and for funded grassroots partners, as well as the monitoring of program

plans and budgets, taking corrective action as needed, in close collaboration with the Senegal and Congo programs staff.

- Support the Africa and Caribbean regional programs director in continuously improving the Programs Department's processes and impact.

## **Qualifications**

### **Requirements**

- An existing right to work in the U.S. (green card or U.S. citizenship).
- Fluency in English and French.
- 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 and French writing skills, including ability to write for different audiences, including reporting for donors and proposal writing.

### **Preferred**

Experience or expertise in the following areas:

- Working in Senegal and/or Congo.
- Working with grassroots, community-based organization while based in Global South.
- Language skills such as Wolof or Swahili.
- 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.

## **To Apply**

Applicants should submit a tailored **cover letter** that outlines your interest and experience, a **resume**, and a **list of three references** from former supervisors. **PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to: <http://smrtr.io/kVRLQg>. Please include your last name in the title of the document.

## **Deadline for Submissions**

Interested applicants are encouraged to apply as soon as possible. Submissions will be reviewed on a rolling basis until the position is filled. Deadline for applications is close of business, Thursday, Feb. 28, 2018.

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