

<b>Position:</b>	<b>Chargé de Programme / Program Officer</b>
<b>Location:</b>	<b>Dakar - Senegal - Regional Office</b>
<b>Deputy:</b>	<b>N/A</b>
<b>Reporting structure:</b>	<b>Responsible programme / Program Manager</b>
<b>Supervised team:</b>	<b>NA</b>

**DKT International Francophone West and Central Africa (FWACA)**

The social marketing organization, DKT International, was founded in 1989 and is one of the largest private providers of family planning products and services, including HIV/AIDS prevention, in developing countries. DKT International has offices in 24 countries, with a sales presence in 90 countries.

With its regional office in Dakar since 2016, DKT International FWACA offers family planning and HIV/AIDS solutions in French-speaking countries in West and Central Africa through its brands Lydia® and Kiss®. DKT International FWACA helps to raise public awareness through innovative social marketing campaigns and targeted communication with traditional and alternative media.

DKT International FWACA is active in around ten French-speaking African countries, with offices in Senegal, Côte d'Ivoire, and Cameroon.

For more information, please visit: [www.dktinternational.org](http://www.dktinternational.org)

**Purpose of the position**

The Program Officer reports to the Program Management. His/her role is to:

- Ensure positive relationships with key funders on behalf of DKT by delivering scheduled reports and evaluations of our work, as well as interactions and regular meetings as needed
- Ensure qualitative and quantitative analysis of our field operations and markets
- Support internal systems required to track progress and report accurately, appropriately and on time.
- He/she will be working closely with:
  - Within DKT: the sales team, the finance team, department managers, team supervisors, etc.
  - Outside of DKT: DKT's various funders and stakeholders to ensure that the requirements of our funding agreements are met, and that the broadest strategic interaction is promoted and supported

### Main tasks

- Effective management of the DKT FWACA grant portfolio
- Prospect research and identification of potential new partnership opportunities
- Collect lessons learned and promising practices from DKT sales teams and offices across the region that can be channeled into internal communications (e.g. newsletters), as well as donor materials (e.g. proposals, reports, newsletters)
- Maintain current donor records and database
- Contribute to a collaborative, effective, and positive donor team
- Creating reports and other materials describing DKT's projects and impact
- Communication with donors and partners
- Monitoring trends related to deliverables (call center, digital, M&E)
- Ensure internal activities are aligned with donor deliverables (research, marketing, budget allocation)
- Proposal writing
- Prospect research
- Other projects and administrative tasks as needed

### Education/Work experience/Skills and abilities

- Minimum level of education  
Master's degree required, preferably in communications, program management or a related field of study
- Experience with a non-governmental organization is preferred
- Work experience
  - 2 to 5 years of experience in a similar position
  - Experience working with diverse donors, managing and building relationships
  - Experience in project coordination
  - Proven experience in report writing
  - Experience working with international organizations
- Skills and abilities
  - Good verbal communication and interpersonal skills (to deal with staff at all levels, partners, external agencies and the public)
  - Good written communication skills, including writing and editing reports and documents **in English** - writing, proofreading, and editorial skills, giving special attention to accuracy and detail
  - Proven personal organizational and time management skills (meeting deadlines and working under pressure, prioritizing workload, multi-tasking, and the ability to adapt and be flexible in a challenging environment)

- General organizational skills (managing and organizing internal meetings and external events such as seminars and conferences)
- Experience working with U.S. donor or visiting groups

**Essential personal qualities**

- English writing skills required
- Ability to work independently but also as part of a team
- Ability to perform under pressure
- Attention to accuracy and detail
- Proficiency in email, general office software (Microsoft Office suite) and other information programs
- Ability to work with a news agency, marketing organization, NGO, or international organization
- High level of cross-cultural interpersonal skills, personal maturity, and proven ability to influence multiple stakeholders
- Enthusiasm, initiative, and flexibility
- Integrity and honesty
- Leadership and organizational skills

**Language skills**

- Perfect command of written and spoken French
- Perfect command of written and spoken English

- Position Type: Fixed term contract based in Dakar, Senegal.
- Travel within the region is expected, up to 10% of the work time

**Please submit your resume and cover letter to [recruitment@dkf-fwaca.org](mailto:recruitment@dkf-fwaca.org).**