



## **Job Description**

### **Program Manager**

**Location: Nouakchott, Mauritania**

**January 2024**

### **About Free the Slaves**

Founded 20 years ago, Free the Slaves is the leading organization in the anti-modern slavery movement and is dedicated to changing the conditions that allow modern slavery to exist. Through innovative programs, FTS works at community level to build resilient and resistant communities to modern slavery and lead the advocacy at global level.

Currently, Free the Slaves works across the regions of the globe including South and Southeast Asia, Africa, the Middle East, Latin America and the Caribbean.

Free the Slaves runs the Freedom from Slavery Forum and it is a member of the Global Coordinating Group (GCG) of the Alliance 8.7 where it is one of the three organizations representing Civil Society.

### **Position Overview**

Free the Slaves is seeking a dedicated and experienced **Program Manager** to lead our efforts in combating human trafficking in Mauritania. The ideal candidate will have a deep understanding of the local context, strong leadership skills, and a proven track record in managing anti-human trafficking programs. This role requires a commitment to working collaboratively with government agencies, NGOs, and other stakeholders to make a significant impact in the fight against human trafficking. This role will lead and oversee our victim support and community education initiatives in Mauritania. The Mauritania Program Manager reports to the West Africa Regional Director.

This position will be based in Mauritania, Nouakchott.

### **Responsibilities**

#### **The Mauritania Program Manager will:**

- Develop and implement the organization's strategy for combating human trafficking, forced labor, modern slavery, and child trafficking in Mauritania, including the identification and selection of affected countries, linking with effective organizations that are building local, national, and regional resistance to modern slavery.
- Provide visionary leadership to the team and ensure alignment with the overall organizational goals.
- Design, plan and implement sustainable anti-trafficking programs in Mauritania, focused on awareness, victim identification, and support services.
- Lead a team to carry out education campaigns, training workshops, and community outreach.
- Build relationships and coordinate with government agencies, NGOs, community leaders, and other stakeholders.
- Monitor and evaluate program performance; identify needs and opportunities to enhance

impact.

- Manage program staff and budgets; oversee reporting and ensure compliance with internal policies and donor requirements.
- Support fundraising efforts by drafting compelling program proposals and progress reports. This includes keeping track of in-country and regional funding notices, and coordinating with staff and development team in writing proposals.
- Oversee the planning, implementation, and evaluation of anti-human trafficking programs in Mauritania.
- Monitor program activities to ensure they are on track and achieving intended outcomes.
- Cultivate and maintain strong relationships with government agencies, NGOs, law enforcement, and other key stakeholders.
- Represent the organization in national and international forums related to anti-human trafficking efforts.
- Conduct training sessions and workshops for staff and partners on anti-human trafficking best practices.
- Oversee the development and implementation of monitoring and evaluation systems for programs in Mauritania.
- Create and support networks and coalition in the country including survivors network and NGOs coalition.
- Monitor and execute funding opportunities
- Support in the review of program reports and in-country financial reports
- Prepare and submit regular reports to the organization's headquarters and relevant donors.
- Advocate for anti-human trafficking policies and legislation at the national level.
- Lead awareness campaigns to educate communities and key stakeholders about human trafficking issues
- Attend meetings as needed or requested by the West Africa Regional Director

## **Key Relationships**

The Mauritania Program Manager will:

- Report to the West Africa Regional Director and supervise the Mauritania team.
- Collaborate with the Country Program Coordinator to ensure the effective running of the Mauritania office
- Foster and maintain key relationships with in-country partners and stakeholders not limited to government agencies and civil society.
- Collaborate with other FTS staff members and stakeholders.

## **Qualifications**

- Master's degree or higher in Business Administration (MBA), Social Sciences, project management, law, international development, human rights, community development or any relevant field
- At least 5 years of progressively increasing experience in managing anti-human trafficking programs in Mauritania or a similar context.
- Strong knowledge of the local legal and social frameworks related to human trafficking.
- Proven leadership and team management skills
- Excellent written, communication, and interpersonal skills
- Deep personal connection and/or demonstrated commitment to the organizational mission.
- Ability to work effectively with diverse stakeholders, including government officials and civil society organizations

- Excellently keen on details and accurate analysis
- Ability to communicate clearly and consistently with a variety of technical and non-technical audiences, including staff, stakeholders, donors, and board members, both orally and in writing.
- Working knowledge and understanding of the universe of human rights and the movement against anti-modern slavery.
- Experience leading and working with staff in an innovative environment.
- Ability to work as a team member
- Strong problem-solving skills.
- Strong time management and organizational skills to independently manage workload and related responsibilities.
- Demonstrated experience and skills in proposal writing, creating and maintaining budgets, financial and narrative report writing, etc.
- Strong time management and organizational skills to independently manage workload and related responsibilities.
- Demonstrated experience with financial management and reporting.
- Demonstrated experience in managing and working with a wide range of in-country and regional partners and stakeholders
- Demonstrated experience with new technologies including social media.
- Ability to juggle multiple tasks, work under tight deadlines, and deliver projects within budget
- Ability to travel internationally as required.
- Ability to speak English, French and/or Arabic is required

#### **Geographic location**

- This position is based in Mauritania, Nouakchott.

#### **Preferred Qualifications**

- Prior experience in a similar role with an international non-governmental organization.

#### **To Apply**

Applicants should submit a tailored **cover letter** that outlines their interests and experience, a **resume**, and a **list of three references** from former supervisors. **PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to [Careers@freetheslaves.net](mailto:Careers@freetheslaves.net)

Please include your first and surname and the position in the subject line of the email.

#### **Deadline for Submissions**

Interested applicants are encouraged to apply as soon as possible. Submissions will be reviewed on a rolling basis until the close date.

*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.*

