

Senegal Jobs Expertini®

Partnership/Event's coordination Officer, USAID Entrepreneurship & Investment

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Company: Winrock International

Location: Senegal

Category: other-general

Position Title: Partnership/Events coordination Officer GROUP: USAID Entrepreneurship & Investment UNIT: Agriculture, Resilience, and Water (ARW) Reports to: Strategic Partnership and Communications Director Position Summary: The Partnership/Event coordination officer will work closely with the program teams and partners to ensure relevant partnerships are signed to impact more entrepreneurs through the Entrepreneurship & Investments different components. He/She will support regular and timely production of partnership materials, tracking and assist in the organization of outreach events.

ESSENTIAL Responsibilities: Partnership Support in drafting partnership documents such as MOUs and Letters of Intent. Support in partnerships evolutions tracking. Follow up with Partnerships action plans. Maintain records of partnerships outputs related to USAID ENTREPRENEURSHIP & INVESTMENTs in the tracking tool. Support in the identification of potential new partners. Events Assist in the planning, preparation, coordination, and implementation of USAID ENTREPRENEURSHIP & INVESTMENTs outreach events (such as investor conferences, stakeholder events, press briefings, meetups, masterclasses, clubpreneurs animation, innovation contests). Cross cutting tasks Support drafting, editing, translation of project documentation and associated deliverables including quarterly reports, annual work planning documents, briefing materials, as well as bi-monthly updates, and internal project reports. Collaborate with the Monitoring, Evaluation and Learning team to identify opportunities for documenting project learning and supporting knowledge sharing among stakeholders, including annual pause-and-reflect sessions. Ability to travel outside of Dakar to project sites, as needed. OTHER Responsibilities: Assist in the

planning, preparation, coordination and implementation of USAID ENTREPRENEURSHIP & INVESTMENT outreach events (such as investor conferences, stakeholder events, press briefings, meetups and masterclasses) and coordinate with representatives from US Embassy, Provide oversight and quality control, including final editing, of contracted written translation assignments. Qualifications and Background: Education: Undergraduate degree in Public Relations, political science, Communications, Business administration, English, Social Sciences, or related field. Experience: Minimum of two years of professional expertise in partnerships with strong writing skills in both French and English. Skills/Knowledge: Excellent communication and organization skills are essential. Basic computer skills (Microsoft Office Suite especially Word, Powerpoint) are required. Event planning Excellent interpersonal and networking skills, as well as the ability to conduct professional relationships. Fluency in spoken and written French, English, and Wolof. Winrock is an equal opportunity employer. We are committed to providing equal employment opportunity for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law. At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation. Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization

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