



## West African Research Center / Centre de Recherche Ouest-Africain

Rue E x Leon G. Damas – Fann-Residence- Dakar, SENEGAL  
☒ 5456 Dakar-Fann ☎ 338 65 22 77 Fax 338 24 20 58 NINEA 0271198 0V9  
E-mail : [warc\\_croa@warc.sn](mailto:warc_croa@warc.sn) / Web: [www.warccroa.org](http://www.warccroa.org)

### CALL FOR APPLICATIONS

#### Project Coordinator for Fulbrighters in West Africa

The West African Research Center (WARC) is the overseas research center of the West African Research Association (WARA), a non-profit organization based in the United States. WARC promotes academic and cultural exchanges between American and West African researchers, students and artists, and supports research on West Africa. As such, WARC has received an award from the Institute of International Education (IIE) to provide supplementary academic, research, and professional development services for the FY 2021 cohort of Fulbright U.S. scholars and students placed in West Africa. WARC is therefore seeking to hire a project coordinator who will work under the supervision of the Director of WARC in a dedicated office at the West African Research Center in Dakar, Senegal. The position will start on October 1<sup>st</sup>, 2020 and run until December 31<sup>st</sup>, 2021 (renewable). The lifetime of the project (LOP) may be on the long term.

#### **Applicants must be West African nationals or Americans**

*(Candidates not currently residing in Senegal are expected to live in Dakar for the duration of the contract and work from the Dakar-based West African Research Center—No moving expenses will be provided)*

#### **Key responsibilities:**

- Coordinate the activities of the program in West Africa; provide support to all Fulbrighters posted in West Africa with a possible extension of activities to other parts of the continent;
- Participate in Pre-Departure Orientation (PDO) activities for Fulbrighters, virtually from WARC or in-person in the US depending on feasibility of travel;
- Establish contacts and connections with academic/research institutions and resource persons likely to be of help and assistance to the project in the various countries involved;
- Prepare the Fulbright scholars and students' host institutions to better grasp the needs of researchers and further ground them in cross-cultural interactions to be better equipped to meet the U.S. scholars and students' expectations;
- Identify Facilitators in the various African countries hosting Fulbrighters each year. Work with them directly to provide awardees the various services they will need to conduct their various activities as researchers and/or teachers;



## West African Research Center / Centre de Recherche Ouest-Africain

Rue E x Leon G. Damas – Fann-Residence- Dakar, SENEGAL  
✉ 5456 Dakar-Fann ☎ 338 65 22 77 Fax 338 24 20 58 NINEA 0271198 0V9  
E-mail : [warc\\_croa@warc.sn](mailto:warc_croa@warc.sn) / Web: [www.warccroa.org](http://www.warccroa.org)

- Conduct post-arrival check-ins & personal monitoring of grantees that range from one-on-one sessions to office hours);
- Manage & monitor the online platform dedicated to the Fulbrighters;
- Any other assignments as requested and specified by the Director of WARC

### Competencies

- Masters Degree required, PhD preferred in an area relevant to the position
- Fluent in French and English ( near native both in writing and speaking)
- Extensive experience in both American and West African academic and research contexts and institutions;
- Familiar with the kinds of constraints and issues with which Fulbright students and scholars grapple in the field and a good knowledge of the dynamics of African academic/research institutions and communities;
- Web page development and management that includes interactive platforms; At ease with numbers and with online tools, such as online educational tools, websites, documents sharing platforms, etc;
- Strong interpersonal and communication skills (spoken/written);
- Experience in managing research projects/activities in Africa;
- Ability to engage with grantees, researchers, facilitators and project partners clearly and effectively, both orally and in writing;
- Very proactive with a sense of initiative

### How to apply

Interested candidates are requested to submit:

- a CV in English
- a cover letter outlining the motivation for this position
- a letter of recommendation

Application materials should be sent by attachment to [warccroa@gmail.com](mailto:warccroa@gmail.com) no later than **September 8<sup>th</sup>, 2020**.