

WE'RE HIRING!

Job Title: Project Manager
Location: Bryanston, Johannesburg
Job Type: Full-time
Reporting to: Program Director

About Tlou Institute:

Tlou Institute is at the forefront of educational innovation in South Africa's most underserved communities. We empower schools, educators, and learners through the development of scalable educational solutions that foster dynamic learning environments and academic success. Our programs integrate technology and data-driven methodologies to enhance educational outcomes within the schools that we partner with. We believe that equipping educators with proper training and pedagogical tools, along with providing learners with essential resources, is the key to achieving academic excellence.

Job Summary:

We are seeking an experienced Project Manager to lead our educational projects, ensuring that they are delivered on time, within scope, achieving the targeted impact and within budget. The Project Manager will be responsible for planning, overseeing, and leading project activities within the identified scope from ideation through to completion. This role requires interaction with a wide range of internal and external stakeholders, most often managing several moving project parts simultaneously. The Project Manager will also be responsible for leading the Project Staff in office and on the ground. Join our dynamic medium-sized company, where you can play a pivotal role in shaping and developing innovative processes and systems, truly making a difference in our growth and success.

Key Responsibilities:

- **Project Planning and Design:** Communicate the project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders.
- **Team Leadership:** Direct and manage project development from beginning to end. Lead, coach, and motivate project team members on a proactive basis.
- **Stakeholder Management:** Manage communications with internal and external stakeholders, resolving issues and conflicts, and ensuring stakeholders remain adequately informed about project progress.
- **Resource Management:** Estimate resources and participants needed to achieve project goals, collaborating with other team members for resource optimisation.
- **Budget and Schedule Management:** Submit budget adherence plans. Plan and schedule project timelines using appropriate tools.
- **Quality Control:** Ensure project deliverables meet quality standards and are completed on time and within budget.
- **Risk Management:** Identify and manage project risks, planning for potential scenarios that could impact project scope, schedule, and cost.
- **Reporting:** Develop and deliver progress reports, proposals, requirements documentation, and presentations to various audiences, including project team, sponsors, and key stakeholders.

Requirements:

- Bachelor's or master's degree incorporating project management skills.
- Proven experience in project management, especially within the education or impact-related sectors.
- Excellent knowledge of project management principles, frameworks, and best practices.
- Experience with project management software tools, methodologies, and best practices.
- Experience: 7 – 10 years working in impact-based projects
- Good knowledge of M&E frameworks and progress reporting
- Good stakeholder engagement skills
- Comprehensive knowledge or experience working within the rural / township context
- Ability to travel

Desired Skills:

- Exceptional leadership, time management, facilitation, and organizational skills.
- Outstanding working knowledge of change management principles and performance evaluation processes.
- Strong problem-solving skills and willingness to think outside the box and roll up one's sleeves to get the job done.
- Ability to work under pressure, plan personal workload effectively, and delegate.

What We Offer:

- Competitive salary package.
- Opportunities for professional development in a supportive and dynamic environment.
- The chance to be a part of building a transformative educational initiative that positively impacts thousands of learners across South Africa.

Application Process:

Interested candidates should submit a comprehensive CV and a detailed cover letter explaining why they are a good fit for the role, as well as their experience managing educational projects.

To apply visit: www.tlouinstitute.com/joinourteam