

# WE'RE HIRING!

**Job Title:** Project Co-Ordinator  
**Location:** Bryanston, Johannesburg  
**Job Type:** Full-time  
**Reporting to:** Project Manager

## 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 a highly organized and dynamic Project Coordinator to oversee the successful execution of our educational programs. This role involves coordinating project activities, managing resources, facilitating communication between teams and stakeholders, reporting on project milestones and ensuring that project milestones are met on schedule and within budget.

## Key Responsibilities:

- **Project Planning and Coordination:** Assist in the development of project plans, including timelines, budgets, and resource allocation. Coordinate day-to-day operational aspects of the projects.
- **Stakeholder Engagement:** Facilitate communication between project stakeholders, including schools, educators, tutors, and funding partners to ensure alignment and effective collaboration.
- **Documentation and Reporting:** Maintain comprehensive project documentation, prepare reports, and keep all stakeholders informed of project status and developments.
- **Resource Management:** Oversee the logistical aspects of project resources, from procurement to deployment, ensuring they are utilized efficiently.
- **Quality Control:** Monitor project activities to ensure compliance with standards and specifications; address and resolve any issues that arise.
- **Training and Support:** Coordinate training sessions for educators and tutors; provide ongoing support to ensure successful implementation of project initiatives.
- **Evaluation and Feedback:** Support the evaluation processes to assess project outcomes; incorporate feedback into project refinement and future planning.

#### **Requirements:**

- Bachelor's degree incorporating project management skills.
- Proven experience in project coordination, especially within the education or impact-related sectors.
- Strong organizational skills and managing various tasks at a time.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams and stakeholders.
- Ability to supervise team members on the ground.
- Proficiency in Microsoft Office Suite and project management software.
- Experience: 3+ years, preferably working in impact-based projects.
- Knowledge or experience working within the rural / township context
- Ability to travel (at times for extended periods)

#### **Desired Skills:**

- Detail-oriented with strong analytical and problem-solving abilities.
- Ability to work under pressure and manage deadlines.
- Passion for education and a commitment to improving educational outcomes.

#### **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](http://www.tlouinstitute.com/joinourteam)