



GAUTENG PROVINCIAL PROJECT MANAGER

JOB DETAILS		
JOB TITLE	:	Project Manager
REPORTS TO	:	Provincial Lead
DIVISION	:	DDD Delivery
LOCATION	:	Gauteng
CONTRACT TYPE	:	12 Month Fixed Term – option to renew based on performance
START DATE	:	Immediate

OVERVIEW & PURPOSE
<p>New Leaders Foundation (NLF) is a mission driven advisory and implementation organisation specialising in education. It focuses on insights and systemic interventions that leverage data, tech enabled solutions and capability building to unlock excellence in education. It is a dynamic organisation that attracts and develops leaders who are committed to the transformation of education. Its clients include government, not for profit organisations, funders, and corporate social investors.</p> <p>The Data Driven Districts (DDD) Programme is currently NLF’s flagship programme. The programme has been led by the Michael Susan Dell Foundation in partnership with the Department of Basic Education. The aim of the programme is to improve learner outcomes by improving the way key educational data is collected and used by officials in the education system to support schools and teachers more effectively NLF seeks a driven problem solver who is passionate about education to join its National Delivery Team. The candidate should have a strong project management background and should at minimum have a relevant undergraduate degree or any other relevant qualification.</p>
KEY RESPONSIBILITIES
<p>Drive sustainable implementation of the DDD Programme</p> <ul style="list-style-type: none"> Liaise with provincial education department role players to develop a clear set of provincial implementation targets according to consulting and Project Management best practices. Drive activities to ensure sustainable running of the programme in the province and ensure target are met.; identifying risks and highlighting to NLF. <p>Provide programme management for the province</p> <ul style="list-style-type: none"> Develop, deliver, and manage integrated and coherent project plan for the province. Participate and contribute to provincial meetings, providing relevant reporting. Identify, resolve, and escalate risks and issues to the provincial lead. Develop solutions to problems/constraints encountered. Deliver weekly programme reports and support additional programme information needs (e.g. Provincial Lead, PMO). Contribute to various reporting requirements of the Programme including Workstream Integration, Funders reporting etc. <p>Support provincial stakeholder engagement</p> <ul style="list-style-type: none"> Play a lead role in provincial advocacy amongst key provincial education department stakeholders - HOD, EMIS, Curriculum, District; Presenting at provincial education department meetings. Capacitate provincial education department institutions with sustainable management routines. Collaborate with in-field partner organisations and support Usage in engagement.



Integration

- Effectively integrate with internal workstreams and support areas as well as External stakeholders to optimise DDD delivery, drawing on lessons & failures in the field. Maintain an ongoing presence in the field to identify constraints and opportunities. Provide input and feedback to other stream leads.

Innovation

- Continuously support the processes that will enhance the Dashboard functionality, features, specs, and reports to ensure it remains user-friendly and relevant. Through networking and engagement, identify opportunities linked to the NLF Strategy.

MINIMUM EDUCATION AND EXPERIENCE

- Relevant university degree
- More than 5 years working experience
- Project management and general management skills
- Business process skills at an intermediate level
- Emerging people management skills – inspiring people to deliver in ambiguous environments
- Exposure to the public education landscape within the territory/provincial context is an advantage
- Highly passionate about bringing about beneficial change
- Ability to relate easily to the cultural setting
- Strong advocacy skills in an ambiguous (government) environment
- Ability to identify what is required from provincial plans and translate into operational actions on the ground
- Ability to interpret targets, and to plan and execute accordingly
- Able to write reports and articulate outcomes easily
- Proven people and performance management skills
- Demonstrable Excel and PowerPoint Proficiency

CORE COMPETENCIES & SKILLS

- People Management skills including performance management and coaching
- Negotiation Skills
- Project planning management and control
- Stakeholder Engagement by Professionally facilitating and coordinating the engagement with Internal and External Stakeholders
- Facilitation, training, and Coaching skills - to Capacitate provincial education department institutions.
- Problem solving of key issues
- Communication, Report-writing skills as well as Monitoring & Evaluation skills.
- Analytical Skills including the ability to gather and interpret data, evaluate and present insights.

WORKING CONDITIONS

- This role requires the Provincial Project Manager to be based in the relevant province (e.g. Gauteng, Free State, Limpopo, Eastern Cape, Kwazulu Natal, Mpumalanga and North West) and involves a great deal of travel, time flexibility and ad-hoc priority changes.



ADDITIONAL INFORMATION

- The Provincial Project Manager will be expected to liaise with various internal and external stakeholders including but not limited to;
 - Provincial Department of Education
 - National Department of Education
 - District Management Teams
 - Partners and NGO's

APPLICATIONS

- NLF is committed to diversity and inclusion. Preference will be given to South African citizens. If you meet the abovementioned requirements, please email your full CV to anja@newleaders.co.za by 24 June 2022.
- If you do not hear from us by 11 July 2022, please consider your application as unsuccessful