



Job description: Projects manager

Nka'Thuto EduPropeller is a non-profit organisation which undertakes, through science, technology, innovation, to empower basic education learners to develop into independent thinkers and leaders of society. Aligned with the country's strategic goals and priorities, the organization particularly focuses on the educational emancipation of previously disadvantaged demographics and locations such as townships and rural areas.

Our value proposition to our customer, the learners, is that we teach scientific research and business skills through a problem-based learning approach (*using digital platforms*) to learners from previously disadvantaged communities. This is done through workshops that are facilitated by young, black professionals from similar backgrounds.

Title	Project Manager
Function	<p>Your function in the organisation is to assist the two Executive Directors with managing the operations of the organisation which include all activities and the associated administration.</p> <p>You earn your salary by ensuring smooth running of all operations and activities of the organisations.</p> <p>Along with the other employees and the Executive Directors, you will contribute to building an organisation known to stakeholders as efficient, professional and delivers high quality activities within the scope of the organisation's programme and ultimate vision.</p>
Organisational position and internal collaboration	<p>You report to the organisation's Executive directors Thulile Khanyile and Thandeka Mhlanga, with whom you negotiate your salary and coordinate & prioritize assignments.</p> <p>You will work closely with interns who will report directly to you and the life skills development manager on the implementation of the organisation's mandate. You will work closely with stakeholders which include but are not limited to suppliers, teachers, young professionals, collaborators and some partners of the organisation.</p>
Key responsibilities	<p>Initial job responsibilities will include:</p> <ol style="list-style-type: none"> 1. Plan, organize, oversee the execution of Nka'Thuto activities and events

Unit D1003, First Floor
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2. Draw up budgets, monitor the adherence to the budget and develop financial reports on budget spend within your projects and activities.
3. Source, maintain and monitor suppliers within guideline of internal procurement policy.
4. File and ensure that all receipts and invoices are VAT compliant.
5. File and keep records of activity reports (these will predominantly be compiled by inters and your role will be to consolidate them and present them to the directors).
6. Manage and monitor organizational assets on and off the field of work.
7. Manage calendar of all organizational activities and events.
8. Communicate calendar to relevant stakeholders
9. Managing the info@nkathutoedu.org.za e-mail account in addition to your own as fit for purpose.

Expected results

Short term, the expectation is that you will be trained in existing Nka'Thuto systems that will enable you to carry out your tasks after which you will be expected to take over and lead in your role.

Long term, the expectation is that you contribute to the execution of highly successful activities and programmes. This will be assessed by pre and post activity checklists, monthly team meetings and key performance indicators carried out quarterly.

Management and decision power

Every month you will need to create the following:

- Activities action plan
- Activities report
- Financial report of all activities

In relation to your area of responsibilities, you will need to make the following decisions:

- Decisions on stakeholders that will participate in the activities such as facilitators, consultants, guest speakers, etc which you will choose from existing databases.
- Meals that will be provided during activities
- Accommodation and transport logistics where activities are outside of Gauteng

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You will also have the responsibility of planning and managing your time expenditure on different assignments.

Requirements and qualities

- A qualification or at least 2 years' experience in project management
- Demonstrated leadership ability.
- Excellent computer skills and proficient in Excel, Word, Outlook, and Access
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience
- A demonstrated commitment to high professional ethical standards in a diverse workplace
- Excels at operating in a fast pace, community environment
- Open to direction and Collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization.
- Ability to look at situations from several points of view
- Persuasive with details and facts
- Delegate responsibilities effectively
- High comfort level working in a diverse environment and working conditions
- Non-standard hours of work.
- Willingness to work during the weekend during school activities and related activities.
- A valid driver's license is required.

Send CV to info@nkathutoedu.org.za by 26 January 2019.

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