



## **STELLAR Project Manager**

### **Job description and person specification**

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| Hours:         | 40 hours per week                                    |
| Salary:        | R35,000 per month (all inclusive package)            |
| Location:      | St James, near Cape Town                             |
| Reporting to:  | The Director   |
| Line managing: | STELLAR Programme Developer and Training Coordinator |

#### **Job purpose:**

- 1. Accomplish the STELLAR programme objectives by coordinating high quality and timely implementation of all project deliverables. (4 days/ week)**
- 2. Provide strategic project support across all Wordworks programmes. (1 day/ week)**

#### Key responsibilities for the STELLAR programme:

- build and maintain effective systems for the efficient management and roll-out of the STELLAR programme, including records management systems; produce and coordinate delivery of the STELLAR programme annual workplan and annual implementation plan;
- liaise closely with members of the project team, in particular the STELLAR Programme Developer and Training Coordinator, to ensure all inputs are on schedule and of high quality, and chair regular project meetings;
- coordinate and fulfil all reporting requirements of STELLAR programme donors, and serve as a main contact for donors;
- manage budget adherence on a day-to-day basis, monitor and forecast budget requirements and variations, and work closely with the Finance and Operations Manager to fulfil applicable financial policies and controls;
- proactively manage all project constraints – in particular cost, time and scope – and identify and manage project risks;
- deliver the project's human resource requirements by recruiting, orienting, supporting and managing project staff, including freelance staff, implementing Wordworks' policies and procedures, and identifying where additional skills and capacity are needed;
- assist the Director with the monitoring and evaluation requirements of the project;

- maintain and coordinate an integrated communication plan for all internal and external communications pertaining to the STELLAR Programme;
- act as a STELLAR programme representative and liaise with external stakeholders;
- contribute to wider strategic planning as required, and prepare reports for the Board.

Key responsibilities for all Wordworks programmes:

- establish and manage materials production and stock management systems for all Wordworks programmes;
- oversee all data capturing through Salesforce, and produce reports and summaries of data as required;
- propose, develop and maintain systems for effective programme delivery.

## **Person specification**

### Essential criteria:

1. Educated to degree level.
2. At least eight years relevant workplace experience, with at least three years at management level.
3. Extensive project management experience (including budget management) coordinating and delivering multiple inputs to timetable and budget.
4. Significant experience of creating and maintaining effective project management systems.
5. Experience of data collection and management, using bespoke databases.
6. Excellent English spoken and written communication skills.
7. Experience of managing staff.
8. High level of competence in Microsoft Office, including Word, Excel, Powerpoint and Outlook, and in internet search and use.
9. The ability to juggle a demanding workload, to problem-solve, to take the initiative and to be flexible.
10. The ability to build and maintain excellent working relationships with colleagues and external stakeholders, including the ability to work sensitively and respectfully with people from different backgrounds.

### Desirable criteria:

11. Experience of donor liaison and reporting.
12. Experience of working in the education field.
13. An additional language – Xhosa or Afrikaans.

## STELLAR Programme Staff Chart

