



POSITION: Project Manager: Strategy, Grant Management and Advocacy
REPORTING TO: Head: Strategy, Grant Management and Communications
REMUNERATION: Negotiable
LOCATION: Cape Town, South Africa
START DATE: 01 December 2022



Background

The Funda Wande reading for meaning pilot programme was incubated by the Allan Gray Orbis Foundation Endowment (AGOFE) in 2017. Following early policy and practice success, Funda Wande was established as a separate legal entity with the AGOFE as its founder member. The organisation focuses on initiatives that aim to improve early grade literacy and numeracy in South Africa, through exploring with scalable interventions. Currently, Funda Wande is working closely with Eastern Cape, Limpopo and Western Cape provincial education departments through implementation of integrated workbook approach, teacher training and development, and evidence-based research. The organisation's vision is ensuring all South African children can read for meaning and calculate with confidence by the age 10.

Job Purpose

Reporting to the Head: Strategy, Grant Management and Communications this role is responsible for the implementation of Funda Wande's strategy & grant management/fundraising activities, and the oversight of Funda Wande advocacy activities.

Job Responsibilities and Role

- Support in the implementation and monitoring of Funda Wande's strategic goals.
- Development of grant proposals including budgets in consultation with finance.
- Assist with coordination of stakeholder/funder reporting and communication.
- Develop and manage Funda Wande's advocacy activities and inputs as required incl. events, research and communications.
- Identify, develop, and maintain strategic relationships with key players within the sector.
- Developing content & campaigns for all relevant digital platforms incl Op-Eds, thought pieces, research.
- Monitor, track, and update Funda Wande's overall communications portfolio including social media, website and other communication platforms.
- Manage Funda Wande internal communications.

- Budget for the unit (i.e. plan, schedule, and cost activities according to allocated budget).

Requirements

Minimum Experience

- Bachelor's Degree in Education, Development Studies, Media/Journalism or similar.
- Minimum three (3) years' work experience.

Preferred Experience

- Working with national and provincial departments of education.
- Strategy development and implementation.
- Stakeholder management and advocacy.
- Grant Management and funder experience.
- Experience in working in the basic education and NGO sectors.

Competencies and Skills

- An interest in and alignment to Funda Wandé's vision and values.
- You're someone who is passionate about education and wants to grow in this space.
- You have a positive demeanour with strong interpersonal skills and will contribute to developing and learning from a dynamic, diverse team.
- You're able to source, synthesize and effectively present information, and enjoy writing for different audiences.
- You are a quick learner and self-starter with the ability to take initiative and work in a fast-moving, team-oriented environment.
- You are a great communicator with excellent English verbal and written communication skills.
- Your attention to detail is excellent and you want to develop strong analytical and reporting skills.
- You are good at building relationships with diverse groups of people.
- You are agile, adaptable and are willing to identify and try new ways of doing things.
- You're high-performance oriented and going the extra mile.
- Technology is a good friend.

Our Values

- **Trust:** We give people the benefit of the doubt || We trust the people we are working with and that they are competent, hard-working, and ethical and that we're in-turn trustworthy || We trust that their vision, work-ethic, and decisions are aligned to Funda Wandé's Vision, Mission, Goals & Values
- **We-Not-Me:** We work as a Team not just Individually || We value Collaboration vs. Competition || We value other's buy-in and support, not coercing or forcing them.
- **Respect & Empathy:** We value interactions and communication that fosters belonging, respect and empathy for everyone || We acknowledge and value the human diversity we represent and the histories that have shaped us.
- **Innovation & initiative:** We bring our "whole" personality to work, everyday || We value innovative and enjoyable work with long-term perspective and impact || We value taking initiative; being bold, passionate and are eagerly proactive to contribute, challenge each other, take risks and impact positively on others and for greater results!

How to apply

Interested applicants should submit the following by e-mail to siya@ngorecruit.com quoting reference

number **NFW001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with Funda Wande's mission and the unique qualities you will bring to this role

Application Deadline: 03 October 2022

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about Funda Wande, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).