



POSITION: Special Projects Manager

REPORTING TO: Executive Director

REMUNERATION: Competitive

LOCATION: Gqeberha, Eastern Cape - office based with travel

START DATE: ASAP



Background

Masinyusane creates opportunities for impoverished children and youth to get the best education possible. We invest in high-impact education projects that empower the local community to uplift itself.

We are simultaneously creating a generation of leaders while investing in the long-term future of South Africa's children.

We implement data-driven children's literacy programmes, with a major focus on literacy and numeracy. We implement interventions that leverage structured pedagogy and Teaching at the Right Level approaches, and engage children in learning through play. The organisation is now focused on expanding their reach, to provide many more children the educational foundation that they deserve.

The Special Projects Manager plays a crucial leadership role within the Masinyusane team. You will oversee the planning, building, implementation, and monitoring of a large-scale foundation phase literacy programme in the Eastern Cape, implemented by a coalition of organisations and impacting hundreds of schools and youth involved in public employment programmes. This project builds on a successful 2023 pilot that significantly improved letter sound knowledge for learners in grades R and 1.

About the Role

Zazi iZandi is a collaborative project implemented by a coalition of partner organisations. You will be employed by Masinyusane to drive and manage the intervention's growth. Your role involves coordinating partners, monitoring and ensuring programme quality, and fostering effective communication and collaboration. This is a two-year contract with a 6 month probation period.

Duties and Responsibilities

Project Management, Coordination and Communication:

- Lead regular project meetings, ensuring clear and timely communication among partners.
- Facilitate collaboration in a dynamic, multi-partner environment.
- Document key decisions and action items.
- Assist with report writing and project documentation.
- Provide hands-on support as needed.

Team Management:

- Support and guide the Masinyusane team.
- Delegate tasks and ensure team members have necessary resources.

Managing Service Providers:

- Oversee and manage service providers.

Contribute to programme design:

- Help formulate and support the rollout of training and mentoring models for scale including quality assurance and response plans.

Data Management and Analysis:

- Ensure accurate and timely data collection and entry.
- Collaborate with the Data Coordinator to extract insights and inform project decisions.

Project Monitoring, Learning and Response:

- Ensure accurate and timely data collection, entry, and analysis to support effective decision-making.
- Collaborate with the Data Coordinator to extract insights that inform project strategies and improvements.
- Maintain detailed project documentation to track progress and key learnings.
- Proactively identify and address potential roadblocks through team reflection, active engagement, and adaptive project planning.
- Partner with independent researchers and data collection service providers to enhance data quality and project insights.

Stakeholder Relationship Management:

- Build positive relationships with stakeholders at all levels of the Eastern Cape Department of Education.
- Cultivate strong relationships with school principals and project donors.
- Develop and deliver regular progress reports to key stakeholders to share and elicit feedback.
- Incorporate stakeholder feedback into project decisions.

Budget Oversight:

- Ensure project delivery within budget.
- Oversee financial reporting to donors.

Special Projects:

- Responsible for overseeing the implementation of Masinyusane's special projects, beginning with Zazi iZandi, a foundation phase literacy intervention.
- Enable the organisation to significantly increase its impact at scale.
- Work closely with Government officials, funders, and implementing partners.

Requirements

- Bachelor's degree, postgraduate preferred.
- Experience in the education sector is an advantage.
- isiXhosa-speaking preferable.
- Minimum 5 years of project management experience with strong data analysis skills.
- Based in Gqeberha or willing to travel regularly.
- Experience engaging with provincial government and school leadership desired.
- Proven ability to establish systems and processes.
- Innovative thinker with a track record of building organisations, projects, or departments.
- Passionate about improving the education outcomes of children.
- Having a licence is a requirement, a vehicle would be good though not essential.

How to apply

Interested applicants should submit the following by e-mail to vaneshree@ngorecruit.com quoting reference number: **NBL001**

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

Application Deadline: **27 November 2024**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about Masinyusane, visit their [website](#), [Twitter](#) and [LinkedIn](#) account.