

Position: Project Manager

Reporting directly to the national operations manager, the project manager will be responsible for the day-to-day administration and efficient and effective operation of Star Schools' various programmes.

The project manager will be required to assist with the following at Star Schools:

- Matric Rewrite
- Amended Senior Certificate
- Adult Education and Training
- Incubator
- Saturday School
- Revision
- Winter School

The ideal candidate will have a tertiary qualification in education and a minimum of five years' experience in the education sector, with a solid understanding of educational concepts. S/he should have both business and management expertise, as well as extensive experience in the practices, policies and procedures of basic education.

Required role skills:

- Manage budget;
- Allocate project resources;
- Create schedule and project timeline;
- Track deliverables;
- Present progress reports, including challenges and solutions to stakeholders;
- Implement and manage change when necessary to meet project outputs;
- Evaluate and assess project results;
- Proficiency with related software applications, including but not limited to MS Word, MS PowerPoint and MS Excel.

Personal skills/attributes:

- Strong organisation and leadership qualities;
- Strong analytical skills;
- Ability to approach situations from a creative point of view;
- Competency in strategic planning and business development;
- Effective strategies to execute plans and for team management;
- Excellent interpersonal and public speaking skills;
- Excellent verbal and written ability;
- Aptitude in decision-making and problem-solving.

The successful applicant will be based at Star Schools' head office, 167 Smit St, Braamfontein, Johannesburg, Gauteng. S/he will be expected to work on Saturdays and will be required to travel to Star Schools sites located throughout South Africa.

Please send your CV together with a covering email describing your experience and suitability for this important role within the organisation to Taki Nyadzani (avhatakali.nyadzani@starschools.co.za). The closing date for applications is 8 February 2019.

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