



## Job Opportunity

### Numeric Program Manager

<b>Job Title:</b>	Program Manager (Durban)
<b>Where:</b>	Durban
<b>Employer:</b>	Numeric
<b>Start Date:</b>	ASAP
<b>Contract Type:</b>	12 months (subject to renewal)
<b>Application deadline:</b>	Friday, 15 October 2021

\*\* Applications are considered on a rolling basis so it is to your advantage to apply prior to the deadline.

#### Main Activities

Numeric is a small team of friendly people who are on a mission to help young South Africans excel in mathematics. More specifically, our goal is to create exciting and high impact learning environments in the form of after-school maths programs targeting learners in Grades 6 and 7. We currently operate in 44 partner schools in Cape Town, Durban and Johannesburg, with our Durban programs located in Clermont and Tshelimnyama.

Numeric's program managers are dedicated to our cause, passionate about mathematics, and have strong organisational and people skills. Each Numeric program manager oversees programs at five partner schools, which equates to ten classrooms or approximately 250 learners. It is our responsibility to ensure that our coaches are adequately equipped, both materially and pedagogically, to deliver high impact maths education to these children and give them solid foundations upon entry into high school.

#### Specific responsibilities include:

##### i. After-School Mathematics Programs Management

- Managing relationships with Numeric Partner Schools (Principals, general workers, teachers and SGB members)
- Manage and oversee the running of after-school mathematics classes at Numeric Partner Schools
- Coordinate parent and learner presentation about the Numeric's after-school mathematics program
- Oversee an exciting and timeous learner application and selection process
- Be involved in the development and editing of Numeric curriculum resources including tests, workbooks, and learning tools
- Coordinate recognition of learner performance on a quarterly basis and an annual prize-giving for learners and parents
- Ensures that Numeric Partner Schools meet the MoU standards
- Prepare a quarterly report to present to the School principals (about learner attendance, learner performance, school participation, etc.)
- Review and Submit Numeric Partner School Snacks Reimbursements on a monthly basis

##### ii. Coach Mentorship and Management

- Support Chief Program Manager with recruitment and on-boarding of coaching staff, including advertising, short-listing candidates, interviewing, and job offers
- Support Chief Program Manager with highly effective coach recruitment, resulting in at least 8 applications for each coach invited to training, including presenting at lectures and managing marketing stands at Universities



- Ensure that the coaches understand and adhere to Numeric HR policies (Coach Code of Conduct, Coach Contract, Child Protection Policy, Information and Security Policy, etc.)
- Manage and mentor the development of coaches
- Approve coaching staff travel and stipends on a monthly basis
- Regularly support coaches with pedagogy and classroom management development
- Support Chief Program Manager with coordinating highly effective two-week coach training boot camp
- Provide regular informal teaching observations and support to coaches and two annual formal observations of coaches' in-class teaching
- Coordinate lessons or talks in coach meetings
- Support coach travel logistics

### iii. **Parent Engagement**

- Coordinate highly engaging parent meetings with regard to attendance and behavioral challenges of the learners
- Prepare and distribute learner reports quarterly
- Communicate clearly with parents about learner attendance and follow-up timeously when learners are absent

### iv. **Monitoring, Evaluation, and Reporting**

- Regularly maintain learner information on Learner Management System
- Liaise with coaching staff in updating classroom information on Learner Management System
- Regularly update Numeric Partner Schools Scorecard
- Collection and capturing of school class lists.
- Communicates clearly and timeously with Chief Program Manager about concerns and successes in their programs

### v. **Ad hoc Events**

- Support Chief Program Manager with planning and implementing special events including Math Camp, and annual Numeric Olympiad
- Planning and implementing special training for coaching staff

### vi. **Teamwork and Organisational values**

- Represent the Numeric core values of excellence, integrity, learning, community, and trust
- Collaborate with other members of the programs team to ensure that all Numeric learners receive the highest quality support and instruction possible
- Share ideas and best practice in a constructive and respectful way
- Prepare for team meetings in advance and contribute to group discussions

## **Job Requirements**

### **Qualifications and Work Experience**

- Bachelor's Degree or equivalent
- Strong maths background (preference for higher grade maths through matric and/or university-level maths)
- Teaching or tutoring experience
- Involvement/leadership in outreach or extra-curricular projects

### **Competencies**

- English language fluency, both written and verbal
- Preference for competency in at least one additional South African language
- Strong analytical skills and technical proficiency with MS Excel, Word and PowerPoint

- Strategically minded, able to think creatively about long-term program objectives and the detailed steps necessary to achieve these goals
- Strong written, oral, interpersonal, and presentation skills and the ability to effectively interface with all team members and stakeholders
- Results-oriented and leadership skills
- Strong organisational skills and attention to detail, with a demonstrated ability to work independently and within a team in a fast-paced environment, ability to prioritize, and manage tasks, deadlines, requirements and decisions.
- Strong mathematics background
- Interest in mentoring and developing future teachers

#### Other Requirements

Own transport and valid driver's license

**Apply Now:** Interested applicants should submit a CV and letter of motivation (maximum two pages) to [vacancies@numeric.org](mailto:vacancies@numeric.org) quoting "DBN Program Manager" in the subject line by latest **Friday, 15 October 2021**. Please ensure that your letter of motivation explains your interest in Numeric and outlines why you would be well suited to this position.

More information available at [www.numeric.org](http://www.numeric.org) and [www.facebook.com/numericorg](https://www.facebook.com/numericorg)