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[www.numeric.org](http://www.numeric.org)

## Job Opportunity

### Numeric Program Manager

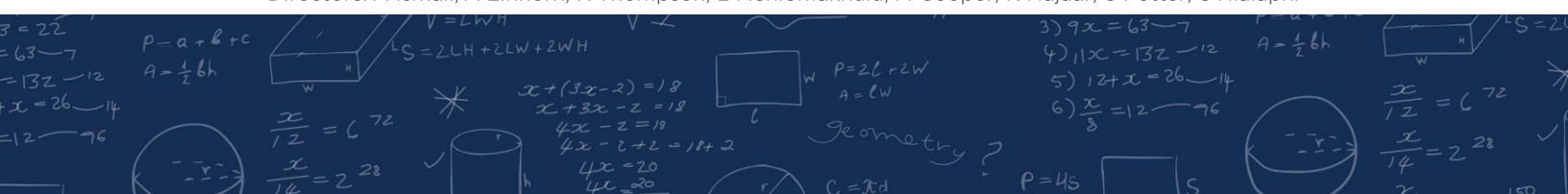
**Job Title:** Program Manager (JHB)  
**Where:** Soweto, Johannesburg  
**Employer:** Numeric  
**Start Date:** Immediate  
**Contract Type:** 12 months (subject to renewal)  
**Application deadline:** Friday, 4 March 2022

*\*\* 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 and train the next generation of passionate teachers. Our goal is to create exciting and high impact learning environments in the form of afterschool maths programs targeting learners in Grade 6 & 7. We currently operate in 44 partner schools in Cape Town, Johannesburg and Durban. Our programs are located in Khayelitsha, Mitchells Plain and Mfuleni in Cape Town, Soweto in Johannesburg and in Claremont and Tshelimnyama in Pinetown KwaZulu Natal.

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:

- Managing relationships with partner schools (principals, maths H.O.Ds, teachers)
- Handling logistics involved with the programs (finance, transport, connectivity)
- Contributing to the development of the program (curriculum, games, activities, worksheets)
- Supporting and mentoring coaches
- Arranging parents evenings, prize-givings etc. to encourage parent buy-in and commitment
- Training coaches and teachers on the use of Khan Academy
- Additional administrative tasks required to develop the organisation
- Planning and preparation for Coach Bootcamp (December) and Learner Math Camp (July)

## Job Requirements

### Qualifications and Work Experience

Bachelors Degree or equivalent

Higher grade maths through to matric

Teaching or tutoring experience

Involvement/leadership in outreach or extra-curricular projects

### Competencies and Qualities

Strong communication and interpersonal skills

Ability and willingness to multi-task and maintain a high quality of work

Interest in and ability to handle new and changing technologies

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 "JHB Program Manager" in the subject line by latest **Friday, 4 March 2022**. 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/numeric.org](https://www.facebook.com/numeric.org)

