



JOB OPPORTUNITY

CHIEF PROGRAM MANAGER (CPM)

Numeric seeks to appoint a Chief Program Manager in our Cape Town office. The candidate must be

Job Title:	Chief Program Manager
Where:	Observatory, Cape Town
Employer:	Numeric
Start Date:	August 2022 (negotiable)
Contract Type:	12-month (subject to renewal)
Application Deadline:	Thursday, 30 June 2022

Job Description

Numeric is a small team of friendly people who are on a mission to help young South Africans excel in mathematics. Our goal is to create exciting and high impact learning environments in the form of after school maths programs targeting learners in Grade 7. We currently operate in 44 partner schools Cape Town, Johannesburg and Durban. Our programs are located in Khayelitsha, Mitchells Plain and Mfuleni in Cape Town, Soweto in Johannesburg and in Clermont and Tshelimnyama in Pinetown KwaZulu Natal.

Numeric's Chief Program Managers are dedicated to our cause, passionate about mathematics, and have strong organisational and people skills. The primary role of the CPM is to lead. As such, it is their responsibility to continuously share, remind and motivate the vision of the company to all team members. 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:

Responsibilities

The responsibilities of the Chief Program Manager include, but are not limited to, the following:

- Be part of and contribute to senior leadership in the organization
- Contribute towards the strategic direction of the organization
- Recruit, lead and retain a team of highly motivated program managers
- Support and development ancillary projects

Lead & Support the Program Managers with the following activities:

- 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
- Recruiting highly motivated coaches and training them to execute their duties well
- 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 or Pure maths through to matric

- Teaching or tutoring experience
- 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 (max. two pages) and letter of motivation (max. two pages) to vacancies@numeric.org quoting "CPT Chief Program Manager" in the subject line by latest **Thursday, 30 June 2022**. Please ensure that your letter of motivation explains your interest in Numeric and outlines why you would be well suited to this position. Generic applications will not be considered.

More information available at www.numeric.org and www.facebook.com/numericorg