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PROJECT MANAGER JOB DESCRIPTION

We are looking for a Project Manager to help us test and scale Ubongo Kids Clubs in rural communities across Tanzania!

At Ubongo, we entertain kids in Africa to learn and love learning. Our interactive edu-cartoons are watched by over a million families in East Africa, and we're expanding fast! We produce the hit TV edu-cartoon Ubongo Kids, which teaches math and science through fun, animated stories and catchy original songs. Viewers can interact with the show from basic mobile phones, answering questions while they watch and getting encouragement from their favorite cartoon characters.

We are looking for a Project Manager to manage a USAID funded, 12-month pilot project, which could be scaled nationwide if successful. The pilot seeks to develop a sustainable and scalable model for children's fun learning clubs (Ubongo Kids Clubs), which will meet to watch localized educational cartoons, and engage in other educational activities, in rural communities in Tanzania. The candidate must have extensive experience managing development projects in Africa, preferably in the fields of education, community engagement or behaviour change communication.

We are looking for a leader who can mobilize a team, problem solve, and think outside of the box, to implement an experimental project testing innovations. You will work with our passionate team in Dar es Salaam, Tanzania, and regularly travel to the field in rural Tanzania.

Responsibilities:

- Oversee implementation of the project both in the field and at Ubongo HQ, coordinating between field team in Morogoro, Ubongo team in Dar, and other stakeholders.
- Ensure that the project deliverables are on time, within budget and of high quality, while maintaining sight of the broad goals of the project. Take action as necessary to problem-solve, adapt, and pivot or change direction if necessary to achieve goals.

- Work with Ubongo Management team to hire additional and train additional team members for project.
- Monitor day-to-day activities of the project and prioritize all deliverables effectively and efficiently.
- Develop a work plan and processes to implement project and monitor progress; identify and sequences the activities needed to successfully complete the project.
- Measure and report on project performance using appropriate tools, techniques and maintain project documentation. Report internally to Ubongo Team, to external funders and to partners and stakeholders.
- Work closely with Monitoring and Evaluation Manager and field team to rigorously evaluate success of project.

Qualifications

- University degree in management, international development or related subjects
- 2 to 3 years of experience in project management, preferred a USAID project
- Knowledge of project management
- Proficiency in excel and Microsoft Office
- Must be willing to travel to rural Tanzania 85% of the time
- Confident working remotely and using web-based productivity tools (such as Salesforce, Google Drive and Asana, among others).
- Creative, flexible, always looking to learn new skills and willing to help out in areas outside the job description.

Perks:

- Healthcare, social security and other benefits
- Fun office with free healthy lunch, gym and friendly atmosphere
- Flex-time work hours
- Join the fun, diverse and passionate Ubongo family!
- You get to watch cartoons at work ;-)

To apply for this position, please fill out the form at:

https://docs.google.com/forms/d/1oTGYs16zzljg92z2wBV24HmsNWVr1_Z8kTxTSbCIOVM/view/form