Head of Portfolio Role

About Imagine
All children have immense potential, but hundreds of millions don’t have access to the learning they need. Imagine Worldwide believes that every child should be empowered with the basic right to literacy and numeracy. We provide an innovative education technology solution and implementation model to the global literacy/numeracy learning crisis using the onebillion application and various toolkits and systems to support implementation. Our model is massively scalable, and evidence-based, and can deliver foundational learning to millions of the most marginalized children.

Imagine Worldwide partners with governments, organizations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organization operating across seven Sub-Saharan African countries. Learn more on our website.

Candidate Profile
The Head of Portfolio will play an instrumental role in carrying out Imagine’s mission, to design, test and scale tablet-based learning solutions that enable children to become literate and numerate. The Head of Portfolio will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. They will work directly with the Co-CEOs of Imagine, to manage Imagine’s portfolio of countries on the path to national adoption of our edtech programs and be part of the executive management team.

Over the next six years, Imagine’s goal is to serve more than 10 million children in at least four countries, ultimately achieving three times the typical level of literacy and numeracy outcomes of national education systems in Africa (60% fluency by the age of 10, as opposed to 20%). This all while delivering the program at less than $5 per child per year. The position offers an international, flexible, learning environment to enhance individual career development and growth.

Key Responsibilities
The Head of Portfolio will take overall responsibility for the smooth progression of our scale countries on their paths to nationwide adoption and institutionalization of our program into core education programming. Their responsibilities will include, but will not be limited to, the following:
• Develop and maintain the Imagine Playbook on our in-country implementation model that spans 5 to 8 years from early stage pilots, to full scale deployment throughout the country and ultimately fully transitioning the program to government ownership:
  ○ Collaborate with management team in setting and driving organizational vision and operations strategy
  ○ Identify and document all major workstreams and sequence of when to trigger important work streams as we scale to keep country programs on track
  ○ Clearly articulating role players in the playbook, their respective contributions and how these evolve over time across Imagine’s 4-Tier operating structure (Imagine Global, the local Imagine subsidiary, the government Program Implementation Unit, and the core Directorates within Government)
  ○ Manage the setup of systems and tools, compile processes and templates to systemise the playbook and enable greater consistency in how we work
  ○ Develop indicative KPIs or outcomes for each stage and for each player in the implementation model and monitor performance through tracking tools
• Oversee day-to-day operations and execute the organizational strategies in line with the the Imagine Playbook to support the scale journey in each country
  ○ Provide strong leadership and ensure cross-functional, cross-tier engagement to maximize productivity
  ○ Review and refine country-level workplans on a quarterly and yearly basis and and assess opportunities for efficiencies
  ○ Assess and scope resource requirements in terms of human and financial resources, proactively anticipating changes, identifying gaps and developing alternative interventions
  ○ Lead recruitment and placement of senior in-country management and effectively onboard new team members into the Imagine way
  ○ Assess and articulate capital equipment demand for each region
  ○ Coordinate workstreams with the Group functions of Programs, Supply Chain, Technology, and Research to support country-level teams
  ○ Refine and track KPIs or outcomes for each player at each stage of the implementation model and use metrics and data visualization effectively to report country portfolio performance
  ○ Support governmental relations with various Directorates and Departments required for the sound implementation of the model
• Drive operational excellence culturally and technologically by cultivating transparent, data-driven and collaborative ways of work across the organization
○ Deploy appropriate use of productivity and operating tools and systems in each country and manage systems and tools for program management, project management, stakeholder management, knowledge management and financial management
○ Coach and drive adoption and utilization of tools, and upskill team members on automation and/or streamlining of repetitive processes
○ Support capturing and dissemination of organizational know-how and learnings

● Provide governance and oversight of the registered legal entities that Imagine establishes at the point of scaling in a country
○ Act as a Director for local entities
○ Facilitate NGO registration and accreditation in respective countries
○ Prepare and review funder and other stakeholder reports
○ Plan, prepare and review materials for board meetings and support effective engagement with respective boards of directors
○ Assist Imagine’s work as a GPE grant agent and liaison between our government partners and the World Bank and other multilateral aid organizations

Qualifications
The successful candidate will possess the following competencies, experiences, and qualities:

Education and Work Experience
Bachelor’s Degree or higher and 10-15 years of proven work experience as an operations executive, senior operator or similar role, with a minimum of 5 years experience managing a team. In addition at least 3 years of management consulting is ideal.

Role-Specific Skills Required
Proven experience that includes:
● Solid grasp of data analysis and performance metrics and ability to execute analytical and logical work projects to a high level of precision
● Ability to diagnose problems quickly, foresee potential issues and develop ideas
● Proficiency in collaboration and productivity tools, no-code software to setup and maintain core operating systems
● Change management expertise to coach reluctant technology users to adopt software tools
● Ability to communicate clearly and efficiently when solving problems and persist until hurdles are overcome
General Skills Required

- Excellent written and oral communication skills in English (required)
- Strong interpersonal and relationship-building skills
- Ability to work effectively in multicultural environments and teams
- Strong organization skills and superior attention to detail
- Experience in managing multi-site and multi-vendor orders at the international level
- Ability to work under pressure and meet deadlines
- Ability to engage in proactive problem solving and issue resolution

Qualities

- Passion for Imagine’s mission and vision
- Demonstrated commitment to equity in educational access and outcomes
- Passion for supply chain management and logistics
- Demonstrated ability to think independently and solve problems
- Collaborative team player; clear and proactive communicator
- Flexible, adaptable, and able to work in a fast-paced, changing environment

Compensation & Benefits

Salary is competitive and commensurate with experience.

Location

The role is fully remote. The Head of Portfolio must be based on the African continent with a preference for the countries that Imagine is already operating in. Regional travel to field sites will be required at least every second month, or up to once a month.

Application Process

Details on Imagine’s operations, countries reached, leadership and funders can be found at imagineworldwide.org.

Please submit a resume and your personal details on this link. Applications will be reviewed on a rolling basis.

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Please note that if any of the above steps are not completed, your application will be considered incomplete and not eligible for consideration.

Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.