



## Program Manager

### About Imagine

Imagine Worldwide is a California-based (United States) nonprofit organization. Imagine exists to demonstrate that children with personalized technology in their hands can become literate and numerate with little or no adult instruction. More than 250 million children and youth worldwide do not have access to school. And hundreds of millions more go to school but never learn to read or write. We believe in working with schools and communities to address these seemingly intractable problems.

We are partnering with organizations across the globe to implement tablet-based learning solutions. We are continuously building evidence on what works, why, and under what conditions. We use data to continuously improve content, approach, and implementation. Then we provide tools, expertise, capital, and a network to enhance the ability to scale. We envision a world where all children have access to opportunity. Through rigorous implementation of tablet-based learning solutions in areas with few alternatives, we continue to open up limitless possibilities for all children.

### Candidate Profile

The Program Manager will play an instrumental role in carrying out Imagine's mission, to test and scale tablet-based learning solutions that enable children to become literate and numerate. The successful candidate will play a key role in coordinating projects in multiple locations to ensure effective and efficient delivery of all projects together with our implementing partners. The Program Manager will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. The position offers an international, flexible, learning environment to enhance individual career development and growth.

### Key Responsibilities

The Program Manager will work closely with Imagine's Regional Director for Africa and local implementing partners to ensure timely execution of all project activities in sub-Saharan Africa. The Program Manager's responsibilities will include - but will not be limited to - the following:

Ensure high-quality project implementation;

- Develop project plan, schedule and milestones
- Coordinate and support facilitation of trainings for our implementation partners
- Track all project activities according to plan
- Liaise with project managers within implementing organizations in managing both local and remote projects
- Maintain and manage project financial plan and budget
- Manage project risks with escalation as required

Provide project leadership;

- Help to ensure project success
- Provide positive and effective communication to all stakeholders
- Participate in project meetings and site work as required by project plan
- Ensure that all project deliverables meet or exceed quality standards and are documented within the project quality control process

Manage and build relationships with project stakeholders and implementing partners at different levels;

- Coordinate and manage all relationships with local community leaders, schools, parents, local education authorities, and other project stakeholders and partners
- Engage regularly with local implementing partners to track project progress and solve problems creatively
- Support dissemination of project outcomes with local stakeholders and share any feedback with Imagine's team
- Represent the work in local meetings and forums relevant to the progress of the project in various sites

### Qualifications

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

### Education

Bachelor's Degree in Project Management, Business Administration, Monitoring and Evaluation or related social science field. A minimum of 5 years experience managing multi-site and multi partner projects. Experience in managing an implementation with a significant technology component with international organizations is required. Additional work experience is welcome.

### Specific skills (required)

Exceptional project management skills and proven experience that includes:

- Excellent written and oral communication skills in English and French
- 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 partner projects at international level
- Ability to positively influence partners decisions and actions
- Ability to work under pressure and meet deadlines
- Good knowledge of computer hardware and software
- Ability to proactively manage and resolve conflicts

### Additional project management skills (preferred)

- Experience and knowledge of procurement procedures and practices in international development
- Experience in managing donor funded projects

### Qualities

- Passion for Imagine’s mission and vision
- Demonstrated commitment to equity in educational access and outcomes
- Passion for project management
- 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 Program Manager must be based in Senegal or Burkina Faso or Liberia, with regional travel to field sites as required. The Program Manager will frequently collaborate and coordinate with local staff from our Implementation Partner organizations.

#### How to Apply

Please submit a resume and cover letter to Kristen Stipe at [careers@imagineworldwide.org](mailto:careers@imagineworldwide.org). In the subject line of your email, please write “Your Name: Program Manager.” The deadline to apply is 31st May 2022. Applications will be reviewed on a rolling basis. Details on Imagine’s operations, leadership and funders can be found at [imagineworldwide.org](http://imagineworldwide.org).

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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.