



PROJECT MANAGER: STUDENT / LEARNER AND EDUCATOR DEVELOPMENT

Re-advertisement

Applications are invited for the position of ***Project Manager: Student / Learner and Educator Development*** based at Westville. The successful applicant will be reporting to the Head: Academic Development and Support. This position is a 3 year fixed term contract renewable on satisfactory performance.

PURPOSE OF THE JOB

To manage the implementation of Academic Development and Support Interventions related to STEM (Science, Technology Engineering and Mathematics) learners, students and educators in accordance with Moses Kotane Institute Science and Technology, Engineering and Mathematics Strategy

NO.	KEY PERFORMANCE AREAS	OBJECTIVES/OUTPUTS
1	Implement educators development strategies	Conduct needs assessment and plans; Develop project implementation plan; Develop demand management and budget plan; Develop and submit for approval terms of reference for sourcing services and or selection of STEM services providers; Obtain necessary approval for project implementation; Manage project implementation of educator's development interventions; Compile progress report; Monitor and evaluate project progress.
2	Implement STEM academic support and development.	Identify orientation candidates; Ensure availability of orientation programmes; Identify relevant service provider; Manage the utilisation of the designated orientation programmes
3	Managed the provision of STEM bursary programme	Implement the terms of the agreements with partners and stakeholders

		Form relevant project steering committees Monitor and track progress Coordinate and facilitate meetings of the relevant project steering committees
4	Research and recommend STEM delivery innovation strategies	Formulate an engagement plan with learner and educator recipients; Receive commitment and buy-in from the recipients; Implement engagement plan Monitor compliance to action plans in line with the MKI Monitoring and Evaluation framework

REQUIRED MINIMUM EDUCATION

- Post Graduate Degree in a HRD / ETD related field or equivalent

REQUIRED MINIMUM WORK EXPERIENCE

- Eight (8) year experience in a similar environment: minimum of 3 years’ managerial experience in academic development and support / education and training related environment.
- Minimum of 3 years’ experience in project management will be an advantage.

SKILLS AND COMPETENCIES

- Project management
- Communication skills
- Presentation & facilitation skills
- Networking skills
- Analytical skills
- Enhancing relationships
- Resource management
- People management
- Research and innovation
- Knowledge and understanding of STEM education

MKI is offering competitive and attractive salary package. Interested applicants are requested to send detailed CV’s to Noluthando Sabelo via email (Noluthando.Sabelo@moseskotane.com) before close of business Friday, 30 September 2016.

EMPLOYMENT EQUITY STATEMENT

This position will be filled in line with the Employment Equity Act objectives and therefore candidates from designated group are encouraged to apply.