

Job Opportunity

Numeric Program Manager

Job Title:	Program Manager (CPT)
Where:	Observatory, Cape Town
Employer:	Numeric
Start Date:	8 April 2019 (neg)
Contract Type:	12 months (subject to renewal)
Application deadline:	Tuesday, 26 March 2019

** Applications are considered on a rolling basis so it is to your advantage to apply prior to the deadline.

Main Activities

Numeric is a small team of friendly people who are on a mission to help young South Africans excel in mathematics. More specifically, our goal is to create exciting and high impact learning environments in the form of afterschool maths programs targeting learners in Grades 7. We currently operate in 36 partner schools in Cape Town and Johannesburg, with the bulk of our Cape Town programs located in Khayelitsha, Mitchells Plain and Mfuleni.

Numeric's program managers are dedicated to our cause, passionate about mathematics, and have strong organisational and people skills. Each Numeric program manager oversees programs at five partner schools, which equates to ten classrooms or approximately 250 learners. 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.

Specific responsibilities include:

- 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
- Training coaches and teachers on the use of Khan Academy
- Additional administrative tasks required to develop the organisation
- Planning and preparation for Coach Bootcamp (December) and Learner Math Camp (June)

Job Requirements

Qualifications and Work Experience

Bachelors Degree or equivalent
Higher grade maths through to matric
Teaching or tutoring experience
Involvement/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 drivers license

Apply Now: Interested applicants should submit a CV and letter of motivation (maximum two pages) to vacancies@numeric.org quoting "CPT Program Manager" in the subject line by latest **Tuesday, 26 March 2019**. Please ensure that your letter of motivation explains your interest in Numeric and outlines why you would be well suited to this position.

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

