

BRIDGE is a registered nonprofit organisation that came about because of the realisation that a critical part of the problem in education in South Africa is that stakeholders do not sufficiently share, adopt and implement what works. In order to connect people and foster collaboration, BRIDGE works with a wide range of stakeholders through convening communities of practice and knowledge management. One of BRIDGE's four focus areas is Early Childhood Development (ECD). By facilitating interaction between ECD stakeholders, BRIDGE supports coordination and collaboration to increase quality and impact in this vital sector. For more about BRIDGE visit [www.bridge.org.za](http://www.bridge.org.za).

**BRIDGE seeks to appoint a Project Manager for its Early Childhood Development focus area.**

<b>Job Title:</b>	Project Manager	<b>Travel Required:</b>	Yes: Applicants must have a valid driver's license
<b>Location:</b>	The Education Hub, 6 Blackwood Avenue, Parktown, Johannesburg	<b>Position Type:</b>	Full time

**Application deadline:** 15<sup>th</sup> June 2018

**Applications Accepted By:** Email

Email your CV and cover letter to [craig@bridge.org.za](mailto:craig@bridge.org.za) by 5pm on 15<sup>th</sup> June 2018

Please indicate the following in the Subject Line: **Job application for ECD Project Manager**

**Job Description**

**Key Responsibilities**

- Administration, implementation and development of all ECD related projects, including the facilitation of collaboration between ECD stakeholders through convening national and provincial ECD communities of practice (CoPs)
- Carry out logistical arrangements and strategic guidance for BRIDGE ECD CoPs and any other projects that may be assigned over time
- Management of communications for all projects including the use of social media and other online platforms
- Manage the collaborative development of ECD knowledge products such as reports, maps and resources
- Managing databases, knowledge flow and storage for all projects
- Advocacy, networking and policy influence in the ECD sector
- Development of budgets and financial management of ECD projects
- Knowledge management which entails capturing, documenting and disseminating lessons and meta-lessons expressed through CoPs and other projects
- Implementation of fundraising strategies including donor-relations, proposal and report writing

**Qualifications and Education Requirements**

- At least a bachelor's degree
- A minimum of 3-5 years' experience in a project management position within a development related organisation
- Experience of working with civil society organisations, funders and government departments, preferably in the area of ECD

**Skills**

- Project management skills; the ability to analyse, understand and implement programme design as well as manage and implement approaches
- Extensive knowledge and strategic understanding of the South African Early Childhood Development sector
- Excellent verbal and written communication skills
- Proactive and independent
- Interpersonal skills and ability to build relationships and work in a team
- Computer literacy (use of various programmes, including excel, social media and Google platforms)
- Knowledge of and capacity for information systems
- Analytical and problem solving skills