Vacancy

Project Manager: Curriculum and Leadership Delivery

Reporting to: Programme Manager: Curriculum and Leadership Delivery

Job Purpose: To implement quality, innovative, sustainable, and cost-effective programmes to support the improvement of the educational learning outcomes in AAS supported schools. To facilitate, coordinate, manage and monitor the implementation of curriculum and leadership programmes in AAS supported schools (SACE endorsed and ETD SETA accredited in-house Leadership Programme).

Key Performance Areas

Project Management

Pre-initiation

Conduct needs assessments in line with Whole School Development (WSD)

- Interview relevant stakeholders (SMT, SGB, learners etc.).
- Determine the school's leadership status.
- Review the school's historical performance (academic, co-curricular etc.).
- Develop project scope.
- Produce project cost estimate in collaboration with the programme manager.
- Conduct project risk analysis.

Planning

- Prepare project plan and budget breakdown.
- Identify and recommend the appointment of professional service providers.
- Ensure all relevant contracts are prepared, signed, and filed as per AAS standards.
- Vet service providers or personnel identified for the projects.
- Conduct advocacy engagements with relevant stakeholders (SGB, SMT, DBE circuit, donor etc.).
- Set targets against the school's baseline and success indicators as per AAS standards.
- Develop an implementation plan in consultation with the relevant stakeholders (school, circuit, service providers etc.).

Project Execution

- Manage the delivery of projects according to the project plan and milestone targets and adjust where required.

- Hold engagement sessions with learners, SMT, educators and parents to ensure strategic interventions.
- Procure resources in line with AAS procurement policy.
- Ensure suppliers are paid on time and relevant supporting documents (original invoices, delivery notes, etc.) are submitted to finance.

Project quality assurance and monitoring

- Control project expenditure and keep it within the approved budget.
- Monitor school performance quarterly and recommend remedial action where required.
- Conduct site visits to ensure project implementation is in line with project plan.
- Ensure that all remedial work is carried out as per recommendation of professional service providers.
- Resolve project challenges.

Project close out and handover

- Hold final accountability meetings.
- Compile close out reports as per AAS and client standards.
- Ensure sureties are paid or withheld in line with AAS standards.
- Ensure all supplier accounts have been reconciled and any outstanding amounts settled, and final statement submitted to Finance.

Stakeholder Relations

- Build and maintain relationships with relevant stakeholders (district and provincial officials, SGB, parents, schools, donors etc.).
- Facilitate and coordinate donor participation in project school.
- Ensure that all key stakeholders are informed of project progress, delays, or challenges.
- Ensure effective functioning of project committees through regular project steering committee meetings.

Reporting and Administration

- Compile and file project progress reports, considering completion time, budget and resource utilisation.
- Prepare and file project minutes and meeting attendance registers.
- Ensure all contracts, ID copies and payment schedules are filed in line with the AAS standards.
- Ensure all service provider reports are filed in line with AAS standards.

Risk Management

- Develop and monitor a project risk management plan.
- Proactively manage project risk throughout the projects phase and incorporate in the monthly progress report.

- Ensure utilisation of risk tools.

School Leadership Advancement Programme

School Leadership Programme

- Facilitate, deliver training, and implement the School Leadership Advancement Programme (SLA) across AAS schools through a combination of face-to-face and virtual delivery, where appropriate.
- Assess the Portfolio of Evidence for the trained learners (educators)
- Monitor the impact of the Leadership Programme at participating schools as per M&E report and make recommendations where necessary.

Adhoc

- Perform any other duties as may be required by management from time to time.

Education, Skills, and Experience

- Bachelor of Education (B-Ed) in Foundation Phase Teaching
- A minimum of 5 years' proven experience in the Foundation Phase classroom
- Experience in managing Foundation Phase curriculum within the Education (Schools), DBE and /or Non-Profit sector, and communities
- Project Management experience
- MS Office including and not limited to MS Project, MS Excel, PowerPoint, MS Word, Outlook and Microsoft 365
- In depth understanding and knowledge of the education sector
- Assessor or Moderator accreditation will be an added advantage
- Understanding of how SETAs function
- Good communication and interpersonal skills
- Excellent project management skills
- Good report writing skills.
- Excellent planning and organising skills
- Facilitation and training skills
- Integrity and honesty
- Teamwork and tenacity

Interested candidates who meet the above requirements must forward their CV to Human Resources at: recruitments@adoptaschool.co.za

No late applications will be accepted.

Closing date for applications: **30 November 2026**