

Job Profile

Project Manager | JC202003

March 2020 – **WomHub** is hiring! We are looking for a dynamic **Project Manager** to undertake a variety of event and programme management tasks. The ideal candidate will assist in planning and executing programmes and activities as well as carry out important operational duties.

About the Role

- Coordinate event planning and logistics for WomHub activities around the world.
- Manage vendors
- Develop programme materials
- Communicate with relevant stakeholders participating in WomHub activities
- Manage communications through media relations and social media.
- Keep updated records and create reports on event planning risks, issues & progress
- Database management
- Support the project team in their daily activities
- Provide administrative support

Ideal Candidate

The ideal candidate should have the following key skills:

- Project management
- Event planning
- Intermediate skills on Microsoft Office (Excel, Word, PowerPoint)
- Team coordination and management
- Good communication
- Data analysis and reporting
- Managing budgets and basic bookkeeping
- Quick learner with passion and drive
- Attention to detail
- Work under pressure

Requirements

- Must be based in Johannesburg, South Africa
- Must have a minimum qualification of a Bachelor's degree
- Required to work outside of office hours
- Have flexibility to travel domestic and international
- Have a valid driver's license and passport
- Ability to communicate fluently in English (written and verbal)
- Must be available to start immediately.

Salary and Benefits

- Salary: R20 000 – R25 000 per month CTC
- Salary is negotiable based on work experience.
- Flexible work opportunities
- Working with some of the most inspiring women entrepreneurs from around the world

Application

- Apply at: <http://bit.ly/WomHubCareers>
- For any queries, email admin@womhub.com

About WomHub

WomHub is a boutique consulting and advisory firm specializing in supporting female led innovation, entrepreneurship and housing incubators to support female founders around the world. Its foundation arm, WomEng supports women and girls in the engineering and technology industries.



For more information, connect with us at:

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