



Project Manager- Entrepreneurship Programmes

September 2024 – WomHub is hiring! We are looking for a dynamic Project Manager-Entrepreneurship Programmes to undertake a variety of programme (both in-person and online) management tasks. The ideal candidate will assist in planning and executing programmes and activities as well as carry out important operational duties.

About WomHub

WomHub is an eco-system builder specialising in building gender diversity in STEM (Science, Engineering, Technology, Mining and Manufacturing) value chains;. Following a holistic approach, we support girls and women at every stage, from attraction to exit and everything in between to create a more inclusive and equitable society.

WomHub's foundation, WomEng supports women and girls in engineering and technology industries through talent and capacity building programmes to ignite careers in STEM fields.

Our entrepreneurship vertical incorporates both incubators and accelerators to nurture and build a vibrant community of female entrepreneurs, supporting their growth and success. Recognizing the unique challenges faced by women in STEM in starting and scaling businesses, WomHub offers tailored resources, thematic programmes and mentorship that focus on the unique entrepreneurial stage, vertical and growth points. From ideation to funding, WomHub guides women through every step of the entrepreneurial process, helping them build sustainable and successful ventures.

WomHub spaces incorporate our coworking spaces; state-of-the-art infrastructure, amenities, and eventing spaces that facilitate meaningful interactions and collaborations among both our internal programmes and community as well as an external female founder community.

About The Role

We are looking for a dynamic Project Manager- Entrepreneurship Programmes to undertake a variety of programme (both in-person and online) management tasks. The ideal candidate will assist in planning and executing programmes and activities as well as carry out important operational duties.

Key Responsibilities

The successful candidate's overall objective will have the following responsibilities:

Programme planning and development

- Programme planning and development for Entrepreneurship Vertical
- Strategize, implement, and maintain Entrepreneurship Programme initiatives that adhere to organizational objectives
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple entrepreneurship programmes ensuring programme goals are reached
- Manage vendors and service providers in order to implement the programmatic design

Client and stakeholder liaison

- Communicate with relevant stakeholders participating in WomHub activities
- Manage the programme partner relationship from Business Development handover to ensure the programme implementation is met to contract obligations
- Provide regular partner and stakeholder communication within the set cadence, keeping the WomHub leadership team updated on progress

Strategic support and leadership for programme coordination team

- Oversee, design and manage workflows and provide support and guidance for supporting programme coordinators to ensure deadlines are met
- Support the programme project team in their daily activities

Reports and record keeping

- Developing and completing in a timeous manner, all reports needed for programme specific, client and entrepreneurship vertical reporting.
- Keep updated records and create reports on event planning risks, issues & progress

Communication and community

- Manage communications through developing media and online content related to the specific programmes and partners
- Oversight and guidance on communication channels with regards to Entrepreneurship programming, client, application, entrepreneurial community and cohort members

Administrative support

- Programmatic and strategic administrative support
- Database management

Adhoc PM support

Requirements

The ideal candidate should have the following key skills and requirements:

- Minimum qualification: Bachelor's Degree in Industrial Engineering or related field
- 5 + years of experience in an upper-management role, preferably in entrepreneurship programme management
- Proven experience in project management in Entrepreneurship Programmes and/or relevant event planning
- Strong team coordination and management
- Strong skill set for data analysis and reporting
- Experience with developing and managing budgets
- Ability to communicate fluently in English (written and verbal)
- Strong interpersonal and communication skills, with the ability to build relationships with different stakeholders
- Advanced skills on Microsoft Office (Excel, Word, PowerPoint)
- Excellent communication
- Detail-oriented
- Strong skills for data analysis and reporting
- Quick learner with passion and drive
- Work under pressure
- Must be available to start - Immediately
- Must be based in Johannesburg
- Required to work outside of office hours if required to complete projects and tasks.

Salary and Benefits

Full time position

Salary: R18 000.00 -R25 000.00 per month CTC

Salary is negotiable based on work experience.



Application

Submit your CV to: womhubcareers@womeng.org

Application deadline: September 2024

If you are passionate about Project Management in the entrepreneurship vertical we encourage you to apply for this exciting opportunity to join our team at WomHub

About WomHub:

Find out more on www.womhub.com