



Position: Strategy Project Manager
Location: London, UK
Status: Short-Term Position, June 2018 - March 2019
Reports to: Chief Programmes and Advocacy Officer
Application Deadline: 14 May 2018

About Malala Fund: Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. Through the Gulmakai Network, Malala Fund invests in developing country education leaders and frontline organisations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. We amplify girls' voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

Position Overview: Malala Fund is embarking on a process of identifying and articulating a five-year strategy. By the end of the strategic planning process, we want to be able to clearly articulate:

1. Why Malala Fund exists — our mission and vision.
2. What success will look like in five years' time across all areas of Malala Fund's work.
3. How the Fund will get there — the values that will drive us, the approaches we will take and the structure we will need.

The Strategy Project Manager will be responsible for overseeing the efficient delivery of the strategy process over the next 10 months. S/he will work closely with the CEO and Chief Programme and Advocacy Officer to ensure that key milestones are met, and a broad group of internal and external stakeholders are effectively engaged in the process.

I. Responsibilities and Tasks

- Develop the strategy process project plan and other associated plans for the project as necessary, working with relevant staff as appropriate and detailing key milestones, dependencies and critical path activities.
- Manage delivery of the project and work with others as appropriate to ensure sufficient resources for the project.
- Monitor and track delivery, report progress and ensure the project remains on track throughout.
- Ensure the project delivers the identified deliverables on time and on target, meeting quality requirements.
- Support and administer project committees and working groups.
- Where they exist, manage third party contributions to the strategy process as appropriate.
- Develop and maintain communication at all levels across the organisation to facilitate smooth and effective delivery of the strategy process.

II. Required Qualifications

- Degree or a formal project management qualification preferred.
- Proven track record of successful project delivery.
- Experience of effectively managing and controlling project budgets.
- Proven ability to build relationships and communicate and negotiate effectively at all levels.

- Excellent written/verbal communication and presentation skills with experience of reporting to a senior executive audience.
- Track record of good time-management, with ability to deliver to deadlines.
- Self-motivated and highly organised with acute attention to detail.

III. How to Apply

Please send a cover letter and your resume to hiring@malalafund.org, indicating “Strategy Project Manager” in the subject line of your email.

Please note that due to the very high number of applications we receive every time a position is posted, we are unfortunately only able to respond directly to candidates with whom we wish to move forward in the interview process.

Malala Fund is committed to safeguarding children and employment with the organisation is conditional upon the successful completion of all applicable background checks