

Regional Project Director at NewGlobe

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

NewGlobe is growing and developing fast. The organization has been on a journey from proof-of-concept community school programs, to participating in national multi-partner public-private partnerships, acting as technical service delivery partners to statewide programs at scale, and ultimately supporting national government transformation programs.

NewGlobe was founded in . In it opened its first community school program, Bridge International Academies, Kenya. Over the next six years, it grew across the country, opening community schools in the majority of Kenya's counties, and becoming recognized globally for the Bridge International Academies model. In , NewGlobe expanded its community school Bridge programming into new territories – Uganda and Nigeria. It also entered students into Kenya's national end of primary exit exams (KCPE) for the first time. NewGlobe expanded beyond Africa in

About the Role

The Regional Project Director is responsible for operational excellence through the tracking and evaluation of relevant activities, project performance and operational KPIs across programmes in multiple programmes, via the co-management and functional support of Project Directors & the Regional School Inspection Director.

The Regional Project Director partners with the Managing Directors in each programme to ensure that all Project Directors have a clear and focused work plan. This includes ensuring that the project director in each programme has an up-to-date Operational Calendar for each academic year, is providing thought leadership and support to the MD and fellow directors across

multiple departments, is delivering on strategic projects, and provides leadership to the school inspection director and team – essentially the regional project director holds Project Directors accountable for achieving their goals.

The Regional Project Director is the line manager to the Regional School Inspection Director and in this capacity is tasked with ensuring that the school inspection function is delivering valuable, actionable data to each programme.

Finally, the Regional Project Director ensures that there is strong coordination and clear communication between each programme and Shared Services regarding operational excellence. The Director leads projects, designs and facilitates processes, and champions conversations necessary for successful execution of each programme's operations to happen within a large matrix organization.

This role reports to the Vice President, Operations.

The Project Director Function

Project Directors are multifaceted individuals who work closely with the Managing Director in a job shadow capacity. They are project managers, co-strategists, implementers, and trusted advisors, who drive operational excellence by ensuring key milestones and activities across multiple departments are delivered on time and at a high quality. Project Directors are also tasked with improving programme execution by leading strategic initiatives for the Managing Director and leadership team. This is a highly hands-on and analytical role, involving intense program management and broad technical knowledge covering financial management, supply chain and school operations management.

Project Directors report to the Managing Director as their line manager, and the Regional Project Director as their functional lead.

School Inspection Department: Project Directors are the line managers of the School Inspection directors/managers. School Inspection is the auditing function of our school operations (facilities, materials & supplies, personnel and processes) against our set of standards and policies to ensure all schools maintain an environment where teaching and learning thrive. School Inspection ensures compliance with procedural requirements through frequent school observation visits and audits of school operations.

School Inspection Directors report to the Project Director as their line manager, and to the Regional School Inspection Director as their functional lead.

What You Will Do

Functional lead for Project Directors

Hire, onboard, provide technical support, coaching and performance management of project directors in partnership with the Managing Directors

Ensure that Project Directors have a clear and focused work plan oriented around the Operational Calendar. The operational calendar must be created, reviewed, and approved before the start of each academic year in collaboration with all other directors. The Project Director then makes certain that fellow directors and managers are delivering on milestones and activities on schedule

Manage the Project Director to ensure that the activities in their operational calendars and the strategic initiatives they're leading are delivered to a high quality throughout the course of the year. This entails training and coaching Project Directors to become extreme owners of the operational delivery of their programmes by ensuring that they deeply understand the responsibilities of various functions, our core principles and systems so that they can be effective thought partners to various leaders and effective troubleshooters of when processes and management systems fail

Facilitate strong coordination and communication between each programme's Project Director and Shared Services

Ensure that Project Directors are using (and adapting where needed) standardised templates, tools, and processes that have been developed using the decades long experience and expertise of leaders within the organisation so that programmes do not lose time or fail to meet an acceptable standard of delivery when they attempt to reinventing the wheel.

Identify knowledge gaps among project directors and provide training or partner with other leaders within the organisation to provide the required training

Line manager of regional school inspection director

Support the Regional School Inspection Director to oversee that the School Inspection

Function (our internal quality assurance team) is driving compliance to school policies and processes at the school level, uncovering challenges to implementation of the programme at school level, and providing high quality actionable audit data to the project director and managing director to inform improvements to programme implementation so that teaching and learning thrives.

Own operational & management tools and processes that drive programme success

Contribute to the design, then own and maintain a suite of tools and playbooks around how we operate NewGlobe programmes including but not limited to: operational calendars, department work plans, meeting templates, project gantt charts and more, which are implemented on a day to day basis in-programme by the project directors

During engagements with project directors and the regional school inspection director, identify issues and risks related to programme implementation in a timely manner, and suggest appropriate process improvements to the MDs and Vice President Operations

Play a leadership role within group operations

Lead strategic company-wide initiatives within Shared services, or play a role as an executive sponsor including providing the vision, day-to-day coordination, resource management, and supervision required to accomplish project objectives

Ensure appropriate follow through on actions, decisions, and commitments made by the VP Operations by working with the parties responsible for implementation

Act as one of the leaders within group operations which interfaces with numerous other functions by supporting the initiatives of fellow leaders within shared services and within territories to ensure successful strategic and operational delivery

Other responsibilities as determined by the, Vice President, Operations.

What You Should Have

A bachelor's degree from a top-tier university with an excellent academic record. Quantitative undergraduate degrees and advanced degrees such as an MBA are preferred

8+ years of experience including 5 years of management experience in reputable companies from which you have outstanding records of professional achievement. You should have experiences that required highly independent work in an exceedingly challenging metric-driven

organisation such as in management consulting, finance or in a high-growth start-up

Demonstrated leadership ability in a team environment. You should have a proven track record of working strategically and collaboratively with senior leaders across different functional areas. This experience should include directly supervising professional staff.

A proven track record of excelling in the leadership of operational teams, as well as in design-thinking, process and system design and application, managing complex and inter-related functions

Excellent project management skills including keen attention to detail, being incredibly organised with calendars, gantt charts, trackers, and have the ability to systematically follow up on a broad set of decisions, projects and strategic initiatives

Solid functional knowledge, including but not limited to strategy, operations, HR, supply chain, customer experience management, finance, project management

Exceptional analytical and quantitative problem solving skills. You need to be able to see patterns, be a fast thinker and a good decision maker

Advanced MS Excel/spreadsheets skills, and mastery of presentation/reporting tools such as MS Word/Google docs & MS Powerpoint/Google slides

Excellent communication skills (writing and speaking), which enable you to communicate complex ideas effectively to people at all levels in the organisation

Strong willed, a fast learner and able to effect changes fast. You should be able to flourish in dynamic, ambiguous environments, to produce high quality work with very short deadlines, effectively prioritize work among multiple competing demands, and adapt to unexpected work demands

You're also

A detailed doer – You have a track record of getting things done. You're organized and responsive. You take ownership of every idea you touch and execute it to a fine level of detail, setting targets, engaging others, and doing whatever it takes to get the job done.

You can multi-task dozens of such projects at once and never lose sight of the details. Likely, you have some experience in a start-up or other rapid-growth company.

A creative problem-solver – Growing any business from scratch comes with massive and constant challenges. On top of that, NewGlobe works in often fragile, sometimes volatile low-resource communities and with complex government systems. You need to be flexible and ready to get everything done effectively, quickly, and affordably with the materials at hand.

A relentless advocate –The children we serve and teachers we empower never leave your mind. You know them, get them, have shared a meal with them (or would be happy to in the future). You would never shrink back from shaking a parent’s hand or picking up a crying child, no matter what the person was wearing or looked like. Every decision you make considers their benefit, experience, and value.

A malleable learner –You believe you can always do better. You welcome constructive criticism and provide it freely to others. You know you only get better tomorrow when others point out where you’ve missed things or failed today.

A data-driven decision-maker – When making decisions, you don’t rely on your intuition alone. You collect data, you analyze it and make decisions with clear justifications.

A curious investigator – You ask why a lot. You don’t just take what you see and accept it. You wonder why it is that way, and are aware that the world we see is created by human choices and actions – and it could be different. You wonder, and see the world as wonderful even when you want to change a part of it that is unjust.

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