PROJECT MANAGER

The Opportunity:

Arifu is looking to hire a Project Manager to drive the success of our multi-country learning platform and enhance Arifu's value proposition to our clients and end-users. This is a full-time remote position. **Applications will be accepted until 5pm East Africa time on 20th of September 2021.**

The Project Manager is responsible for leading, managing, and streamlining all project management processes across quality implementation and delivery of Arifu's products and services to our partners and learners. Delivering excellence at Arifu depends on efficient cross-team collaboration working with learning experts, computer scientists, corporate partnership development teams, as well as social scientists. As such, the Project Manager needs to absolutely love taking on new challenges, bring a problem-solving focus, and be willing to have fun under pressure while being uncompromising on quality delivery. Lastly, they should be driven by an entrepreneurial spirit, be able to write and communicate to different audiences, and love learning from the variety of skill-sets and experiences at Arifu and Arifu's partners.

Most importantly, if you feel you have many of these attributes, but not all, no worries! We do not expect you to be superhuman. The most invaluable trait you can bring to Arifu is your ability to identify areas for growth, bring a deep willingness to learn, and let us invest in you.

About Arifu:

Arifu's mission is to place information and opportunity in everyone's hands. The Arifu chatbot is an omni-channel (SMS, Facebook Messenger, WhatsApp, Telegram, and very soon Interactive Voice) enabled content marketplace and delivery platform enables personalized advisory services that makes learning FREE and RELEVANT whilst generating valuable insights and analytics for partners. Arifu has been able to provide learning to over 1.5 million people. We partner with organizations to digitize their in-person training programs, allowing anyone to access the content, anytime, on any mobile device. The Arifu personal adviser delivers content based on learner preferences and responses allowing for better engagement and impact.

Job Description:

Working closely with the entire team, the Project Manager will be responsible for:
- Actively collaborating with the data, content, and tech teams in managing all aspects of the project lifecycle with a view of ensuring that Arifu's digital learning experience can meet partners' objectives and learners' needs.
- Developing, tracking, and updating workflows, work plans, and project timelines with the team and managing the team's performance of project tasks and activities.
- Providing day-to-day support to project teams and partners, ensuring compliance with partnership contracts as well as applicable regulations.
- Ensuring and maintaining effective communication both internally and with partners, including but not limited to project status updates, progress reports, risk mitigation, and adequate escalation of issues as needed, making sure the project is delivered on budget, on schedule, and within scope.
- Contributing to establishing company-wide information systems and database management, as well as all business function documentation and training.

- Maintaining project budgets, budget to actual (BTA) reports, and mapping them to project timelines to anticipate cash flow needs.
- Scoping new projects and performing stakeholder analysis and mapping, identifying potential project impacts/risks.
- Effectively applying interpersonal, negotiation and leadership skills to guide and motivate the project team and direct forward movement on the project timeline.
- Determining and contributing to the body of knowledge in digital learning and policy development.
- Securing buy-in, feedback and approvals on all project deliverables from all stakeholders.
- Establishing and maintaining metrics to monitor performance against set objectives.
- Managing and auditing project documentation in Google Drive.

Qualifications:

A desire to impact lives, the ability to make a long-term commitment to your team and the product, and exceptional problem-solving abilities are all essential prerequisites on the Arifu team. For this role, we are also looking for someone with the following:

- 5+ years of professional experience in management of programs and projects.
- Degree in social sciences, project management, business, marketing, or any other relevant field.
- Ability to perform under pressure and to tactfully navigate power dynamics in high stakes situations.
- Persuasive verbal and written communication skills (fluency in English required and fluency in Swahili preferred).
- Humility to know what you can improve on, openness to give and receive constructive feedback, and the drive to invest in continuous learning as you pursue mastery.
- Excellent collaboration, communication, and planning skills.
- Resourceful and proactive when generating solutions to the problems that stand in your way.
- Commitment to consistently deliver high quality work on time.
- Ability to handle the chaos of a fast-paced startup work culture and a willingness to take on additional tasks and support the work of other team members as necessary to achieve collective goals.

Compensation and Benefits:

First and foremost, we care about your success. This is because investment in our team members is the only driver of Arifu's success. We offer competitive compensation packages including participation in the Arifu Rewards Program. We also offer a comprehensive health insurance package. Other benefits include monthly airtime allowance, and remote work support and management tools, and plenty of online and offline extra-curricular activities.

Arifu is an equal opportunity employer and will consider every qualified applicant. Arifu does not discriminate based on race, ethnicity, national origin, ancestry, religion, gender, sexual orientation or disability.

Application Process:

Please apply using this link (please note that we will only be accepting applications via this link). If we see a good fit, we'll get back to you to set up a conversation. You will be required to upload your CV and cover letter as one document (maximum two pages for the CV and one page for the cover letter), so please have that ready. In your cover letter, convey how your prior experiences in university and work are relevant to Arifu's mission and what motivates you to want to be a

part of the team.

Should you have any concerns or challenges, please reach out to us via email (talent@arifu.com).