

Project Manager, African Drone and Data Academy (ADDA) Malawi

Virginia Tech's Center for International Research, Education, and Development (CIRED) is seeking a Project Manager to lead a 3-year, UNICEF-funded project in Malawi to establish an African Drone and Data Academy (ADDA) in collaboration with a university national partner and/or consortium of national educational partners. The ADDA will provide technology education (certificates and master's) to students in the physics of drone technology as well as communications, mechatronics, GIS, data analytics, autonomy and other areas that are essential for drone operation and growth technology sectors.

Duties and Responsibilities

The Project Manager will be located in Malawi to provide day-to-day management of the ADDA teams, personnel and project implementation, including ensuring that technical and financial reporting requirements are met. The Project Manager will be responsible for the management and decision-making for the ADDA. A prime responsibility is to ensure that the project produces the intended deliverables, outputs and results at the required standards of quality within the specified project timeframe and costs. Specifically, the responsibilities include:

- Providing management, direction and leadership to the project working together with faculty and staff at CIRED, VT's Department of Mechanical Engineering, and Malawi university partners to ensure the quality and timeliness of activities and reporting;
- Ensuring project operations are compatible with Virginia Tech policies and procedures and in compliance with UNICEF rules and regulations;
- Communicating regularly with UNICEF, CIRED, university partners and other project counterparts, stakeholders, and partners;
- Providing leadership for programmatic efforts related to the project objectives, activities, deliverables, and outcomes;
- Managing project teams and staff, supporting their project implementation functions and responsibilities;
- Developing and providing periodic reviews and lessons learned as well as annual work plans and budgets;
- Overseeing the preparation of reports to meet UNICEF and VT requirements;
- Cultivating relationships with technical and educational institutions, government officials and policy makers, and internal and external partners in the relevant technology and business sectors;
- Developing opportunities for robust private-sector engagement; and
- Performing other related duties and functions as assigned.

Qualifications

- Minimum of a Master's degree in a relevant discipline is required (e.g., engineering, economics, business, education);
- Not less than 5 years of professional experience in project management and implementation in Malawi and/or a country in the region;
- Minimum of 5 years of experience leading and managing large, complex multi-disciplinary teams, preferably as a project manager and/or chief of party for donor-funded projects in Africa;
- Strong team building, coalition-building, representational, collaborative learning, and communication skills;
- Fluency in written and oral English;

How to Apply

Send a cover letter, current CV/resume and three professional references by email to: CIREJ.Jobs@gmail.com. Applications will be reviewed beginning January 7, 2019. The position will remain open until filled. Only short-listed candidates will be contacted. Hiring is contingent upon successful award of the project.

Virginia Tech is an equal opportunity and affirmative action employer. Women, minorities, individuals with disabilities, and protected veterans are strongly encouraged to apply. Anyone having questions concerning discrimination or accessibility should contact the Virginia Tech Office for Equity and Accessibility.