PLAYMATTERS PROGRAM MANAGER

Reports to: CHIEF OPERATING OFFICER  
Location: Kampala, Uganda (with frequent travel to Tanzania and Ethiopia)

Ubongo is building brains and building change for families across Africa through fun edutainment on accessible technologies. We’re a social enterprise founded and based in Dar es Salaam, and we broadcast our shows Akili and Me and Ubongo Kids across the continent.

The Ubongo PlayMatters Program Manager will be responsible for program and grant management for Ubongo’s contribution to the PlayMatters initiative (in partnership with IRC, Lego Foundation and other partners) to bring playful learning to children affected by the refugee crisis across East Africa.

This will be Ubongo’s first position in Uganda, and first hire for this initiative. You will work collaboratively with Ubongo’s teams in Tanzania and South Africa, and with the support of our leadership team you will hire and develop small teams focused specifically on this project in Uganda and Ethiopia.

YOUR RESPONSIBILITIES WILL BE:

● Ensuring we achieve the program goal of reaching all refugee children in Uganda and Ethiopia with Ubongo Edutainment in 5 years.
● Overseeing and coordinating all aspects of Ubongo’s participation in the PlayMatters initiative.
● Managing Ubongo’s relationship and coordination with consortium partners for initiative delivery, and acting as the key point of content for all PlayMatters related issues.
● Building and managing a small PlayMatters team within Ubongo, and also coordinating with full Ubongo team (across multiple countries) to ensure smooth program implementation and achievement of deliverables and outcomes. You will need to work with our Research team to conduct field research and human centered design, coordinate with our Product team to ensure effective PlayMatters content is produced and delivered, support our Business team to build partnerships for distribution and promotion of PlayMatters content, collaborate with our Adaptation team to ensure that content is adapted to languages appropriate for refugee children, and work...
closely with our Operations team on procurement, budget management and administration.

- Managing project budget, time tracking and reporting in collaboration with Ubongo finance team and operations team.
- Coordination and logistics for field research and implementation, including obtaining permits, organizing travel and hiring translators and other contractors as needed.
- Ensuring that all Ubongoers are kept up to date on initiative status, and contributing throughout!
- Chipping in wherever else is needed. We’re a small organization, and we all wear many hats!

SOME OF THE FIRST CHALLENGES YOU’LL FACE ARE:

- Organizing and conducting needs assessments with Ubongo’s research team and consultants in refugee camps and settlements in Uganda and Ethiopia.
- Working with Ubongo’s leadership team and the consortium partners to develop a 5 year workplan, M&E plan and budget for the initiative.
- Collaborating with Ubongo’s Adaptation team to develop a model for field based recording of voice overs in languages spoken by refugee populations across the region.
- Working as a team of one in Uganda, and collaborating remotely with Ubongo’s teams in Tanzania and South Africa to get project off the ground and running!

TO BE A MATCH, YOU’LL NEED TO BE:

- Ready and able to take on all the challenges listed above (and many more, down the line) as we scale! This probably means you’ll have a Bachelor’s or Master’s Degree and at least 6 years experience in NGO project management. But we’re more interested in your ability to get the job done than your qualifications.
- Ideally have experience working with refugee populations and knowledgeable in areas of conflict and migration.
- Extremely organized and process oriented.
- Able to GET THINGS DONE. You will be a team of one, often problem solving for issues we’ve never faced before, and coordinating large groups of disparate teams and partners to get things done!
- A strong written and verbal communicator.
- A self-motivated and independent worker who can work remotely and also coordinate between remote teams in disparate places.
- Comfortable using and managing technology and cloud based software to coordinate between remote teams.
- A super troubleshooter!
● Good at dealing with ambiguity and able to figure things out for yourself.
● Willing to speak up for what's right, when you see wrong, or when you think there might be a better way.
● Someone who loves kids. They're why we do what we do. They're running around our office all the time. Our kids' music and videos will become part of your life (and constantly stuck in your head).

Does that sound like a fit for you?

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https://forms.gle/tBSxNkLTf7eLoAJN7