PROGRAMME COORDINATOR, INJINI
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Start date</th>
<th>As soon as possible, or by 1 August 2019</th>
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<tr>
<td>Location</td>
<td>Injini, 4th Floor, The Bandwidth Barn, Woodstock Exchange, 66 Albert Road, Woodstock, Cape Town, South Africa</td>
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<tr>
<td>Department and team</td>
<td>Operations Team (Internal)</td>
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<td>Accountable to</td>
<td>Head of Operations</td>
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<tr>
<td>Working hours</td>
<td>Monday to Friday, 8am-5pm, with occasional overtime expected for events outside of office hours</td>
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<tr>
<td>Compensation</td>
<td>Market-related (2+ years of experience)</td>
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About Injini

Injini is an EdTech Incubator, providing business support and investment in EdTech entrepreneurs to further education outcomes across Africa. We select cohorts of ambitious EdTech startups from across Africa for an incubation programme in Cape Town (South Africa), extending funding and dedicated support from an experienced team, industry experts and skilled business mentors. Thereafter, we continue to support high-potential alumni startups as they scale their businesses.

Additionally, we provide support to the EdTech ecosystem across Africa by running weeklong bootcamp programmes in partnership with key local hubs and hosting Roundtable events to promote the evidence driven use, investment and creation of EdTech innovations.

We are a fast moving company, with big ambitions - looking to disrupt traditional education paradigms and support innovative business models within the EdTech space in Africa. We are looking for a Head of Partnerships who will cultivate strong relationships with key stakeholders for Injini & Injini’s portfolio companies. The right candidate will be eager to make a big contribution to a small team and take advantage of the leadership opportunities that provides.

Find out more about our portfolio [here] or visit our [website].
The Role
The Programme Coordinator will play a vital role in the smooth and efficient implementation of many of Injini’s core activities. You will be supporting the management team in building up some of the most-successful EdTech companies in Africa while also developing your skills in administration, operations and communications. With each day at work being different from the last, we’ll expect you to be flexible, adapt quickly and to take advantage of the many opportunities you’ll have to grow and learn.

Who You’ll Work With
As Programme Coordinator, you’ll be reporting directly to the Head of Operations and will assist with running Injini’s incubation and recruitment programmes. You’ll work closely with our current start-ups and alumni companies, helping them identify the support and resources they need to fully benefit from participating in our programme. You’ll be joining a team that went to elite universities in Africa and the US, with a diverse array of backgrounds in the development space.

Key Responsibilities
1. Your key responsibility as Programme Coordinator is to support the Head of Operations by organising and managing the execution of the Injini Incubation Programme.
   - This role requires sufficient foresight and planning skills to identify possible challenges or barriers involved in programme events and proposing solutions to mitigate them.
   - **Administration** related to operations, including arranging and tracking travel and accommodation, transportation, living stipends, facilities reservations, office supplies and expense claims, when necessary.
   - **Communications** support for the Injini team around scheduling, requesting and compiling feedback, liaising with external facilitators for session prep (e.g. parking, supplies needed, rooms reserved) and cohort follow-up (e.g. sending out feedback forms and assessments as requested).
   - **Point of contact** for all initial queries from start-ups and alumni companies, responsible for scoping their queries and directing them to the appropriate Injini team member.

2. Injini strives to be a ‘Centre of Excellence’ in the educational technologies sector. To support this positioning, you will be required to coordinate numerous events aiming to grow and nurture our community.
   - **Contribute to and closely follow an implementation plan** when preparing to host an event without the need for intervention by other members of the team.
- Identify and liaise with suppliers to secure venue and set-up, catering and facilities necessary for the event. You should make efforts to clearly understand and be able to communicate the objectives of an Injini-hosted event.

**Desired background**
- Undergraduate degree preferred, but not required if all other boxes are ticked
- 2+ years of work experience in administration, events planning, project coordination or relevant position
- Tech savvy, proficient in MS Office
- Ability to work collaboratively in a team environment

**Desired qualities**
- Extremely conscientious and strong attention to detail
- Highly organised and loves to create order out of chaos
- Ability to execute tasks independently, with guidance from management
- Self-starter who can anticipate challenges and problem solve with minimal oversight
- Exceptional communication skills (written and verbal)
- Ability to work under pressure with tight deadlines
- A life-long learner interested in upskilling and facing new challenges