



## Job Vacancy- Project Manager

**WYLDE International** is a professional services consulting firm that works with ambitious entrepreneurs seeking to grow and scale their businesses while delivering impactful products and services to their customers. Founded in 2004, WYLDE has worked with over 7500 entrepreneurs in cohorts or directly, enabling many of them to grow their businesses.

We seek to hire a **Project Manager**. He or she is responsible for overseeing and executing entrepreneur-related projects that span across various industries and geographies. You will solve entrepreneur problems, establish partnerships with funding agencies and other relevant stakeholders, and ensure that projects are delivered on time, within scope, and within budget while meeting quality standards.

### Key Duties and Responsibilities

1. Identify entrepreneur gaps and needs and develop proposals and solutions
2. Identify entrepreneur-centric institutions and stakeholders and establish suitable partnerships
3. Work with entrepreneur-centered funding agencies, partners, donors, and other stakeholders to provide entrepreneur solutions
4. Develop detailed project plans, including scope, objectives, deliverables, resources, and timelines
5. Create accurate project budgets and allocate resources
6. Define project roles and responsibilities, and identify and engage key project team members
7. Identify and plan for potential risks and issues, establish project quality standards and metrics
8. Execute project by among others coordinating and managing project resources, team members etc
9. Manage stakeholder communication and expectations
10. Monitor project progress and ensure it aligns with the project plan and deliverables
11. Address and resolve issues as they arise
12. Prepare and submit project reports
13. Track project performance against established metrics and KPIs.
14. Ensure all project deliverables are completed and accepted by stakeholders.
15. Obtain formal project acceptance and sign-off.



16. Close out contracts with vendors or suppliers.

### **Business Development**

17. Network and establish fruitful partnerships
18. Obtain funding for projects
19. Assist in the preparation of tenders
20. Oversee the RFP preparation, filling, and submission of EOI
21. Participate in contract negotiation and contract management

#### **Leadership and Team Management:**

22. Motivate and empower team members to achieve project goals.
23. Foster a collaborative and productive work environment.
24. Develop team members' skills and capabilities, mentor and coach the team

### **Stakeholder Management:**

25. Identify and engage project stakeholders.
26. Communicate effectively with stakeholders to manage expectations.
27. Address stakeholder concerns and issues.
28. Build and maintain positive relationships with stakeholders.
29. Prepare stakeholder presentations, provide regular project updates and reports
30. Ensure correct processes are followed (especially project management, client delivery engagements (e.g coaching)
31. Provide quality assurance (i.e. end to end QA) for outputs from direct reports
32. Run team meetings and provide insights for improvement within the functions.
33. Authenticate and authorize departmental requisitions
34. Updating of Bitrix

### **Required Specifications**

1. Minimum of a Degree in Project Management, Strategy, or a relevant field from a recognised university. A master's degree is an advantage
2. A minimum of 8 years of experience in entrepreneur-centered programs or in strategy development and business consulting for SMEs or any other related field
3. Project management skills and advanced research skills



4. Competence in end-to-end project implementation and evaluation
5. Deep understanding of entrepreneurship and stakeholder management
6. Business development skills, ability to establish and maintain partnerships
7. Strong team leadership and management skills
8. Experience and skill in talent mentoring and development (Coach and mentor individuals within the team)
9. Ability to prepare quality RFP and EOI
10. Deep understanding of project management, strategy, development and larger economic context.
11. Deep understanding of various industries/ sectors (Multi-Sectoral knowledge).
12. Superior training and facilitation skills.
13. Strong commercial acumen and analysis
14. Can institute and manage innovation (both internally and externally for clients).

### **How to Apply**

If qualified and interested, please send your CV to [recruitment@wyldeinternational.com](mailto:recruitment@wyldeinternational.com) by **Tuesday 25th February 2025** indicating 'Project Manager' in the subject line. **Interviews are on a rolling basis.** Only shortlisted candidates will be contacted. WYLDE International is an equal opportunity employer.