



The Catholic Institute of Education is a faith-based Non-Profit Organisation that provides education support and related services to Catholic Schools operating in Southern Africa. The CIE actively works in 90 Catholic schools of which 19 schools are in the Free State. The CIE develops children's foundational literacy skills, as well as numeracy skills through working in partnership with various organisations.

VACANCY: Project Manager

3-Year Fixed Term Contract

REPORTING TO: Programme Director

ROLE/PURPOSE: We are looking for a skilled Project Manager to join our dynamic team. The position is based at the CIE National Office in Booysens, Johannesburg.

The purpose of the position is to run the Free State Department of Education Literacy and Numeracy Project for a fixed term of 3 years. This involves leading a consortium of Trainers who specialise in training trainers and teachers in foundation phase Home Language Afrikaans and Sesotho as well as Mathematics. Part of the position's key deliverables is to monitor the impact of the training done in schools over guided timelines.

Key responsibilities include:

- Leading and motivating a team of foundation phase education trainers.
- Leading the review and revision of all materials developed by partner organisations and to ensure integration with CAPS and the FSDoE.
- Develop and manage the project plan.
- Drive internal co-ordination of the programme for integration and planning with partner organisations, content specialists and education department officials.
- Co-ordinate and oversee all Train the Trainer sessions with FSDoE.
- Oversee and support day to day operations of the project.
- Track all milestones as per the project plan.
- Ensure project delivery is on time and on budget.
- Developing weekly and monthly monitoring reports for internal use, as well as for funders and the department of education.

ELIGIBILITY: The successful incumbent will possess a recognised degree in Education or Project Management, have strong leadership and communication skills as well as experience in working with provincial education departments. A valid driver's licence, proficiency in MS Suite, project planning tools and report writing skills are all pre-requisites. At least 5 years' experience in Project Management and fluency in Sesotho will be an added advantage.

APPLY: Click here to submit your application. Closing Date Wednesday **18 February 2026.**

Further enquiries can be direct to hilda@cie.org.za / **011 433 1888**. Only shortlisted candidates will be interviewed. *Employment Equity Principles will apply.*

CIE reserves the right not to proceed with filling the post. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration.

As per the POPI Act your CV and personal information will be used solely for the purposes and processes associated with this application. CIE has a Child Safeguarding Policy and regularly checks the Sexual Offences Registers. This data could be used for statutory reporting and the submission of your CV confirms your consent to this. We hereby confirm that we will ensure that your data is protected.