



# OpenUp is looking for Project Managers.

We're always looking for talented people who can improve our team and organisation.

OpenUp is currently looking for a talented Project Manager to join the team in a fixed-term, contract position. This job call is open-ended and the opportunity will close once we've found a suitable candidate.

## Application instructions:

1. Carefully read through the job description below.
2. Apply by sending an email with your CV and a brief cover letter of no more than 300 words to [jobs@openup.org.za](mailto:jobs@openup.org.za). Please clearly indicate in the subject of the email the position you are applying to.

## Job Description

A fixed-term, part-time contract position. This role will work closely with organisational management, product owners, and project implementation teams. **Please note that this is a senior position.**

The position of project manager encompasses, but is not limited to, the following tasks:

- Manage technical and non-technical projects throughout their entire execution to ensure success in terms of scope, budget and timeline.
- Manage the day-to-day execution of projects using agile methodologies like scrum.



- Run project sprints, including daily standups, backlog management and retrospectives.
- Ensures consistency in project documentation and reporting
- Manages budgets, cash flow and expenditure against budgets.
- Identify risks and develop risk management plans in collaboration with technical and non-technical stakeholders.
- Monitor and report on project progress to stakeholders.
- Be an advocate for a good user experience.

## Requirements

- Preferably a bachelor's degree or higher.
- At least 3 years experience of project management using agile methodologies. (preferably in a tech, programming, or data science field)
- Experience communicating at various levels.
- Proven track record of project delivery.
- Project management certification advantageous.
- Excellent computer skills (Google Drive and/or MS Office, project management tools, etc.)
- Strong communication skills.
- Fluent in English.
- Ability to self-manage.
- Ability to work independently as well as collaboratively.
- Has their own laptop.
- Access to a stable internet connection that can handle video conferencing
- Experience managing technical (software) projects is an advantage.
- Experience working with open source projects is an advantage.
- Non-South Africans must have a valid work permit/visa.

**Start date:** Immediately.

**Salary:** In line with experience and market related.

**Location:** Remote.

## About OpenUp



OpenUp is a civic technology organisation that seeks to empower people and government, through data, technology and innovative-thinking, to become active agents in creating positive social change. We partner with government, civil society, and industry leaders and to identify, gather and make accessible information that supports open communities and an empowered citizenry.

We are concerned that citizens may be inactive participants in civic life. This can be associated with a lack of adequate data and information of participation processes, services and recourse avenues. In addition, state actors may be closed off and uninformed of the real challenges or demands of citizens. As a result, or in addition, they are often ineffective at delivering services and engaging with the public.

Our belief is that data and technology can be used as tools to address both of these issues. An informed public better able to engage with the government on developmental and related issues. Correspondingly, an informed government is equipped to direct efforts and investment into the areas with the greatest need. Technology, if implemented correctly, can facilitate that creation of civic spaces which bridge the gap between citizens and government. The focus of much of our work is to remove barriers that they experience when attempting to solve their own problems or those of their loved ones.

We take the 'Open' component of our name seriously. As such everything we create is open source and is licensed using open licences. We don't believe in reinventing the wheel, unless the need calls for it. We are also careful to avoid building white elephants that divert funds away from where it can do the most good. As such, our work heavily relies on user-centred design where technology addresses people's needs rather than existing for its own sake.