



Job Title: Senior Digital Project Manager

Location: Sub-Saharan Africa in one of CAMFED's countries of operation (Malawi, Zimbabwe, Zambia, Ghana and Tanzania).

Reporting to: Chief Digital Officer

We will only be accepting applications from candidates with the Right To Work in our African countries of operation (Malawi, Zimbabwe, Zambia, Ghana and Tanzania).

***Please note:** CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes. If you have any concerns please contact Recruitment@camfed.org*

Digital at CAMFED

At CAMFED we have embarked on an ambitious plan for the organisation and the girls and women we serve over the next few years. How we harness and use technology is a critical factor in the success of these plans.

In this role you will join a global Digital Team that is very enthusiastic about technology, and has been innovating for many years to achieve the best outcomes for our internal stakeholders and our external clients. We believe in supporting users to grow, learn and thrive in their roles.

As a member of the Digital team, beyond your core responsibilities, you will work on projects involving many different types of technology, helping you to learn and develop your skills at the same time as augmenting our capabilities as a core CAMFED function. For instance, the organisation enjoys relationships with many different technology providers to deploy services globally, such as Salesforce, Google, Microsoft, Cisco, AWS, Zoom and more.

Principle Accountability

The Senior Digital Project Manager will play a central role in delivering CAMFED technology projects to support our programmes, operations and communications.

This is an exciting time to work in Digital at CAMFED. We are scaling up our activities in every country, and the role of technology and digital media is growing in importance to allow us to achieve our aims, be more efficient, lower cost of delivery, raise more funding, innovate and ultimately support more girls and young women.

Your portfolio of projects will be varied and you will work on multiple projects at once, in different stages of delivery, from planning to implementation and beyond into operational support and ongoing development.



You will work closely with colleagues across the world in different timezones, specifically across our African operations and in the UK, USA and Canada. This will involve clear, considerate understanding of different points of view, and the ability to manage a diverse range of stakeholder requirements. If the role or specific project requires it, you may be asked to travel to work with colleagues in person.

To be effective in this role, you will need to have excellent interpersonal skills, be meticulously organised, have the ability to work under pressure and meet deadlines, and be highly adaptive to a continually evolving and changing environment.

Specific Accountabilities

The primary responsibilities of the Senior Digital Project Manager are:

- Managing the Digital Portfolio by organising digital and IT project workstreams
- Managing and coordinating core project teams
- Working closely with project directors and project owners
- Ensuring project documentation is clear, comprehensive, accurate and up-to-date
- Managing project budgets, timelines, opportunities and risk
- Liaising with internal stakeholders and wider project groups/committees
- Liaising with external stakeholders and suppliers
- Working with other Project Managers in the development and alignment of project management principles, capability and infrastructure in CAMFED

During the first year of your time in this role, you will be working on the following projects:

- Improving our core operational systems
- Software applications and tools for both internal and external users
- Digital content creation and publishing
- Data storage and management
- IT security systems
- Improving and maintaining our website

Person Specification

The successful candidate will have the following skills and experience:

- Track record of successfully delivering technology projects
- Demonstrable experience of working with stakeholders across different organisational functions and geographies
- Line management experience
- Practical knowledge and experience of project management methodologies (e.g. waterfall, agile, hybrid) and related software tools and collaboration platforms (e.g. Trello, Jira, Confluence, Google Docs, MS project/Gantt charts, Kanban boards, etc.)
- Excellent written and verbal communication skills



The duties and responsibilities in this role profile are not exhaustive and are subject to change following the needs of the organisation. A job profile needs to be flexible enough to allow us to be adaptive as an organisation.

CAMFED Values

The post holder is expected to live the CAMFED values which are:

- Focus on the girl as client
- Partner with the Community
- Be transparent and accountable

Equality, Diversity and Inclusion at CAMFED

CAMFED is an equal opportunity employer, committed to creating an inclusive environment for all employees. We welcome applicants from diverse backgrounds, including those from marginalised communities. We do not discriminate on the basis of race, gender, age, sexual orientation, religion, disability, or any other characteristic protected by law.