

# Carnegie Mellon University

## Africa

<b>Job title</b>	<b>PROGRAM MANAGER - TECHSKILLS MARKETPLACE INTERNSHIP</b>
<b>Reports to</b>	Associate Director of Entrepreneurship.
<b>Start Date</b>	ASAP
<b>Location</b>	Kigali, Rwanda

### Position Summary

CMU-Africa's vision is to educate and empower the next generation of African leaders and innovators by delivering a world-class educational experience. Our mission is to produce creative and technically strong engineers, who have been trained in the African context and prepared to make a transformative impact in their communities and the world.

CMU-Africa seeks a dynamic and highly motivated Program Manager to lead our Techskills Marketplace Internship Program. As the Program Manager, you will play a pivotal role in connecting digital Micro, Small, and Medium Enterprises (MSMEs) with talented students from a network of universities on the continent, facilitating mutual learning and growth opportunities for both parties. This position reports into the Associate Director of Entrepreneurship.

Inclusion, collaboration, and cultural sensitivity are valued proficiencies at CMU. Therefore, we are in search of a team member who can optimally collaborate with a diverse population of internal and external partners at a high level of integrity. We are looking for someone who shares our values, thrives in an exciting and complex environment, and who will support the mission of the university through their work.

### About CMU Africa's Techskills Marketplace Internship Program

CMU-Africa is committed to fostering digital entrepreneurship and inclusive growth across the African continent. Through its Center for Inclusive Digital Transformation of Africa, CMU-Africa aims to identify and support promising digital MSMEs, providing them with access to tech talent and expertise from universities in the Afretec network. The MSMEs benefit from talent they may otherwise not have access to, tech expertise in ongoing product development and refinement, implementation of tech solutions to process, and / or marketing, challenges they may be facing. Additionally, the tech students may assist with capacity building of the MSME's founders and employees through knowledge transfer and training. The students, on the other hand, benefit from working in and with start-up organizations, honing their entrepreneurial thinking and problem-solving skills. Through observation, collaboration, and other structures, students learn what it takes to run a start-up firsthand, the skillsets required for success, and how to address challenges along the way.

### **Job Function / Core Responsibilities:**

As Techskills Marketplace Program Manager, you will collaborate with partner universities and MSMEs to develop and grow the internship program within the Afretec Network, ensuring long term transformative impact for both students and enterprises participating in the program, in line with CMU and funding partner strategic goals.

### **Essential duties and responsibilities include but are not limited to the following:**

- Collaborate with partner universities and MSMEs to identify internship opportunities and match students with suitable projects.
- Partner with the Associate Director of Entrepreneurship to develop and implement strategies to ensure the successful execution of the internship program, including project planning, timeline management, and resource allocation.
- Serve as the main point of contact for participating students, MSMEs, and university partners, providing guidance and support throughout the internship period.
- Coordinate training sessions, workshops, and networking events to enhance the learning experience for interns and foster collaboration between students and MSMEs.
- Partner with the Associate Director of Impact to monitor and evaluate the effectiveness of the internship program, collecting feedback from stakeholders and implementing improvements as needed.
- Collaborate with the Finance team to manage program budget and resources, ensuring efficient use of funds and adherence to financial guidelines.
- Work closely with the CMU-Africa team to promote the internship program and recruit students and MSMEs for future cohorts.
- Stay updated on industry trends and best practices in digital entrepreneurship and internship management, incorporating relevant insights into program design and delivery.

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Passionate for entrepreneurship and its transformative impact on the African continent.
- Bachelor's degree in business administration, Entrepreneurship, Project Management, or a relevant field.
- Master's degree preferred.
- 2-3 years of experience in designing and managing entrepreneurship-related programs. Experience across different Africa markets is ideal.
- Excellent interpersonal skills and communication skills. The ability to build relationships with students, industry leaders, and other stakeholders is critical to success in this role. Fluency in English is required.
- Prior experience of managing entrepreneurship programs and student career placements in an African University.

- Excellent project management skills, with the ability to design and execute successful entrepreneurship programs.
- Ability to work independently and as part of a team. This role requires the ability to collaborate with others, but also the ability to work autonomously and manage multiple priorities at once.
- Experience in building and maintaining partnerships in Africa.
- Strong network and connections to industry stakeholders and tech-startup hubs in Africa.
- Fluency in spoken and written English essential, French is a plus.

Joining the CMU team opens the door to an array of exceptional benefits available to eligible employees.

Those employees who are benefits eligible can experience the full spectrum of advantages from comprehensive medical, prescription, dental, and vision insurance to an enticing retirement savings program offering a generous employer contribution. You can also unlock your potential with tuition benefits and take well-deserved breaks with ample paid time off and observed holidays. For a comprehensive overview of the benefits that may be awaiting you, explore our Benefits page.

At Carnegie Mellon, we value the whole package when extending offers of employment. Beyond just credentials, we consider the role and responsibilities, your invaluable work experience, and the knowledge gained through education and training. We acknowledge and appreciate your unique skills and the diverse perspective you bring. Your journey with us is about more than just a job; it's about finding the perfect fit for your professional growth and personal aspirations.

Are you interested in an exciting opportunity with an exceptional organization?!

Don't miss the opportunity to explore exciting career possibilities at CMU-Africa. Visit our career page: <https://www.africa.engineering.cmu.edu/about/careers.html> before September 15, 2024, for detailed application guidelines and to submit your application.