

Project Manager

RWANDA/ REMOTE

ABOUT YLABS

YLabs is a leading global design and research organization designing technologies that amplify youth power, agency, and opportunity. Founded in 2014 at the Harvard Innovation Lab, YLabs partners with young people to co-create inclusive digital products and services that improve their lives. Our design process opens spaces where young people's ideas can become a reality – where they are the architects of the solutions to their most pressing challenges.

YLabs multidisciplinary team delivers youth-driven innovation and impact at scale. Our team combines expertise in youth-driven design with adolescent health, climate, livelihoods, digital product design, behavioral science, and epidemiology. Based in Rwanda and the USA, we've worked in 18 countries to date on projects spanning three focus areas: optimum health and wellness, improved economic opportunity, and increased climate resilience.

Find out more about our projects here: <https://www.ylabsglobal.org/work>

JOB SUMMARY

We are seeking a Project Manager to join our Programs Department and support the management of our portfolio of projects.

In consultation with our Senior Project Managers and Associate Director of Programs, the Project Manager will support the day to day organization of projects, helping to ensure that all project implementation requirements and timelines are on track. They'll be working with a vibrant, multi-disciplinary team that combines expertise in health, economics, and design.

The ideal candidate will possess strong organizational skills, exceptional attention to detail, and the ability to effectively manage multiple projects simultaneously. They should have excellent communication skills to collaborate with team members across different locations and cultures. Experience in project coordination or management and a proactive approach to problem-solving are essential for success in this role.

JOB TYPE

This is a full time, fully benefited, fixed-term position, based in East Africa. This contract will run approximately 15 months, concluding in July, 2025.

LOCATION

This is a remote role, ideally based in East Africa, with preference for Rwanda and Kenya.

Depending on the candidates' location and position, from time to time, it may be necessary to travel to the nearest YLabs office for in-person meetings, our annual retreat, and/or other miscellaneous events. This travel is fully reimbursed by YLabs.

ABOUT YLABS' COMPENSATION

YLabs adheres to Project Fair's principles and standards to establish equity in pay with the overriding principle of "equal pay for work of equal value" outlined in the Sustainable Development Goals. All salary ranges are based on level within the organization and are competitive to regional and national salary benchmarks, based on the respective office location.

PAY RATE

The pay range for this position is gross 18,700,000 - 23,650,000 RWF per year commensurate with experience for candidates in Rwanda.

This range is regionally benchmarked for a mid-level position in the East-African region. YLabs pays all full-time staff salaries in local currency of the staff member's permanent work location.

YOU WILL:

Logistics Management - 40%

- Coordinate travel logistics including flights, venues, vendors, accommodations, visas, etc.
- Manage stipends and finances during fieldwork.
- Perform post-travel clean-up, including cash reconciliation.

Contract Execution - 20%

- Draft and execute Statements of Work (SOW) and support with communication to contractors.
- Follow up on administrative tasks related to contracts, such as tax documents.

Organization - 15%

- Conduct clean-up activities on project management tools such as Trello and Google Drive.
- Approve timesheets as required.

Workshop/Fieldwork Support - 10%

- Provide assistance and coordination for workshops and fieldwork activities.

Meeting Support - 10%

- Prepare for structured meetings by organizing materials (e.g., murals, notes).
- Assist in scheduling internal and external project meetings.
- Take comprehensive notes during meetings.

Budgeting - 5%

- Input historical project data into our project management/budgeting software (Kantata) for record-keeping and analysis purposes.
- Work with Senior Project Managers to effectively manage project budgets.

YOU ARE:

- A self-starter – able to operate autonomously, while also having the judgment to seek guidance as appropriate and gracefully accept and apply constructive feedback
- An organization and prioritization pro, who is proactive and flexible. Excited to help implement an innovative program for young people in Rwanda
- Passionate about YLabs’ mission to design solutions with youth that measurably and meaningfully improve their lives
- Enthusiastic to work as part of a dynamic and supportive multi-disciplinary team of designers, public health specialists, writers, and evaluation experts
- A natural collaborator who understands how to build strong relationships across the organization
- Able to work in a fast-paced, dynamic start-up environment

YOU HAVE:

- Prior experience in project coordination and/or management
- Strong organizational skills with attention to detail
- Excellent communication and interpersonal skills
- Ability to work effectively in a dynamic and fast-paced environment
- Comfortable using project management tools (Kantata, Trello etc.)
- Comfortable working remotely and managing tasks independently
- Willingness to work flexible hours to accommodate different time zones

DESIRABLE:

- Comfortable or interested in working in sexual reproductive health environment
- Working fluency in French
- Experience in logistics and event planning
- Proficient with modern technology setting and troubleshooting
- Strong interest in working with young people

APPLICATION PROCESS

To apply, send a resume and cover letter to talent@ylabsglobal.org with the subject line: **Project Manager - Rwanda**. All your information will be kept confidential according to EEO guidelines.

This posting will be open from **April 24 through May 8 , 2024**.

Once the application period closes, all applications will be reviewed by our Hiring Committee. YLabs recognizes the effort that goes into submitting an application; all candidates will be notified of their application status once the hiring process begins.

All YLabs offers of employment are conditional on satisfactory background check and criminal record clearances.

EQUAL EMPLOYMENT OPPORTUNITY

YLabs is committed to building teams and policies that promote equity, justice, and belonging at work. We strongly encourage people from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.