

Job title	Program Manager, Teaching & Learning Programs
Reports to	<i>Associate Director of Teaching and Learning</i>
Start Date	<i>ASAP</i>
Location	<i>Kigali, Rwanda</i>

About Carnegie Mellon University

Carnegie Mellon University Africa (CMU-Africa) is Carnegie Mellon University's global location in Africa, based in Kigali, Rwanda. Established in 2011, CMU-Africa is advancing engineering, technology, research, and innovation across the continent through world-class graduate education, applied research, and strategic partnerships.

Through the Center for Inclusive Digital Transformation of Africa (The Center) and the African Engineering and Technology Network (Afretec), CMU-Africa works with leading universities, governments, industry and other strategic partner organizations to strengthen engineering education, research, innovation, and entrepreneurship across Africa.

The Opportunity

CMU-Africa is seeking a highly organized, collaborative, and results-oriented Program Manager to support the implementation of The Center's Teaching & Learning portfolio. This role will be responsible for coordinating the operational execution of a diverse portfolio of initiatives and ensuring activities are delivered effectively, on schedule, and in alignment with program objectives.

This role requires a disciplined and systems-oriented professional who is comfortable managing multiple workstreams, coordinating activities across institutions and stakeholders, and maintaining strong operational oversight in a complex, multi-institutional environment. The Program Manager will work closely with faculty, academic leaders, program teams, partner institutions, and operational colleagues to ensure that Teaching & Learning activities are well-coordinated, effectively monitored, and positioned for long-term impact.

The ideal candidate combines strong program management expertise with excellent organizational and relationship-management skills, a commitment to educational

excellence, and a passion for expanding access to high-quality engineering and technology education across Africa.

The scope of responsibilities will include, but not be limited to:

Key Responsibilities

- Partner with the Associate Director of Teaching & Learning to translate strategic priorities into coordinated implementation plans, annual work plans, budgets, timelines, and operational activities across the Teaching & Learning portfolio.
- Collaborate with program leads to ensure the day-to-day coordination and delivery of Teaching & Learning initiatives, ensuring activities are implemented effectively, on schedule, within budget, and in alignment with program objectives and funding partner commitments.
- Coordinate faculty development, teaching innovation, and professional learning initiatives, including faculty fellowships, communities of practice, training programs, and activities associated with the Teaching Innovation Center.
- Support the implementation of bridge programs, graduate readiness initiatives, online learning activities, and other programs designed to strengthen pathways into advanced engineering and technology education.
- Coordinate Teaching & Learning contributions to experiential learning initiatives, including practica, internships, project-based learning, and other activities that strengthen student readiness for graduate study and employment.
- Manage the operational planning and logistics required to deliver workshops, trainings, exchanges, events, fellowships, consultant engagements, and other Teaching & Learning activities across the portfolio.
- Work closely with the MEL Specialist and Senior Data and Analytics Specialist to support evidence generation, reporting, learning, and accountability requirements, including the documentation of outcomes, lessons learned, and program impact.
- Support the integration of inclusive excellence objectives across Teaching & Learning initiatives by promoting equitable participation, maintaining appropriate program records, and contributing to the collection and reporting of disaggregated data.
- Build strong collaborative relationships with faculty, academic leaders, program teams, partner institutions, and operational colleagues to ensure effective program delivery and contribute to a collegial, solutions-oriented culture across the Teaching & Learning portfolio.

- Undertake other duties and special projects as assigned in support of the Center's strategic objectives and CMU-Africa's mission.

Qualifications

EDUCATION AND EXPERIENCE

- Bachelor's degree in education, Higher Education Administration, International Development, Public Policy, Business Administration, Project Management, Engineering, Technology, or a related field.
- An equivalent combination of education and experience may be considered.
- Minimum of five years of progressively responsible experience managing complex education, workforce development, higher education, or international development programs.
- Demonstrated experience coordinating multiple projects, stakeholders, and implementation workstreams simultaneously.
- Experience managing externally funded programs and supporting donor reporting requirements.
- Experience working with universities, educational institutions, faculty development programs, or professional learning initiatives is highly desirable.
- Experience operating in multi-country or multi-institutional environments is an advantage.

Knowledge, Skills and Competencies

The successful candidate will demonstrate:

- Strong program and project management expertise.
- Excellent planning, organizational, and operational management skills.
- Strong budget management and financial oversight capabilities.
- Experience coordinating educational programs, faculty development initiatives, or learning-focused interventions.
- Excellent communication, facilitation, and stakeholder engagement skills.
- Strong problem-solving and relationship-management abilities.
- Ability to manage multiple priorities and competing deadlines in a dynamic environment.
- Ability to collaborate effectively across diverse teams, institutions, cultures, and time zones.

- Strong attention to detail and commitment to operational excellence.
- Commitment to educational innovation, inclusion, collaboration, and continuous improvement.

Why Join CMU-Africa?

This is an opportunity to help shape the future of engineering and technology education across Africa. Working alongside leading faculty, educators, researchers, and program leaders, you will contribute to initiatives that strengthen teaching quality, expand educational opportunity, support student success, and develop the next generation of African technology and innovation leaders.

If you are energized by educational impact, program leadership, and working in a highly collaborative and mission-driven environment, we encourage you to apply by August 30, 2026 through this link: <https://www.africa.engineering.cmu.edu/about/careers.html>