

WE WANT YOU!



Macmillan Education is a place where vibrant minds meet. We're a trusted education brand and our core values are to be **Passionate**, **Supportive** and **Inventive** in everything we do.

We've been around for a while (since 1843), but that doesn't mean that we're old fashioned. We consider ourselves to be confident, self-assured, entrepreneurial and, especially, ground breaking!

We're in the business of helping people learn and to better their lives through education, and as a result we look for individuals who are not just passionate about education, but also about making a difference.

As the publishers and marketers of quality textbooks and educational support materials, we aim to transform learning through discovery.



Job title:	MTC Project Manager: Training and Special Projects
Department:	Macmillan Teacher Campus (MTC)
Location:	Midrand
Salary:	Market related
Reporting to:	MTC Manager
Reference number:	PM/MSA/180817

Purpose of the Job:

Macmillan Education South Africa is seeking to appoint an experienced professional to the position of **Project Manager: Training and Special Projects** to co-ordinate and manage Training and Special Projects for Macmillan Teacher Campus.

Requirements:

- Relevant tertiary qualification
- Excellent project management skills and ability to work independently
- The ability to communicate effectively in English
- Sound knowledge of the education environment in South Africa
- A teaching background or sound understanding of the classroom environment

Responsibilities:

- Ensure the development of new business opportunities across all areas in which Macmillan Teacher Campus can provide a potential service.
- Prepare and submit quotations.
- Develop detailed and well researched proposals for current and potential business partners.
- Manage the material development process for all special projects.
- Recruit and coordinate contract trainers.
- Manage training/special projects from the project initiation to project closure phases.
- Conduct quality workshops.
- Promote Macmillan Teacher Campus training and Macmillan South Africa products on major public platforms.
- Develop strategic partnerships and alliances with all role players on a district, provincial and national level.
- Research current trends in education.
- Live up to Macmillan's professional standards
- Responsible for quality assuring trainers and projects.

NB: In terms of meeting the company's goals with respect to Employment Equity, people with disabilities are encouraged to apply.

Applications: Candidates who are interested in this position and who meet the requirements, may forward their CVs to Cheryl Samson in the HR Department, on the following email recruitment@macmillan.co.za.

Closing date: 18th August 2017

If you have not been contacted within a three week period of the closing date, please consider your application unsuccessful.