

## **PROJECT MANAGER**

- To be responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.

### **Main Job Tasks and Responsibilities**

- Lead the planning and implementation of project
- Facilitate the definition of project scope, goals and deliverables
- Define project tasks and resource requirements
- Develop full scale project plans
- Assemble and coordinate project staff
- Manage project budget
- Manage project resource allocation
- Plan and schedule project timelines
- Track project deliverables using appropriate tools
- Provide direction and support to project team
- Quality assurance
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions
- Implement and manage project changes and interventions to achieve project outputs
- Project evaluations and assessment of results

### **Qualifications**

- Qualification in project management or equivalent
- Knowledge of both theoretical and practical aspects of project management
- Knowledge of project management techniques and tools
- Direct work experience in project management capacity
- Proven experience in people management
- Proven experience in strategic planning
- Proven experience in risk management
- Proven experience in change management
- Proficient in project management software

**Rate:** Depends upon experience (TBD)

#### **PROJECT RELATED COMPETENCIES SOLUTION DEVELOPMENT AND DELIVERY**

- Assists in physical and logical database design.
- Understands technical and functional design requirements.
- Creates prototypes for client engagements.
- Designs, codes, and tests technical solutions.
- Identifies system deficiencies and recommends solutions.

#### **PROJECT EXECUTION**

- Assists in enforcement of development deadlines and schedules.
- Understands the necessity of and contributes to coding standards.
- Develops internal and external meeting objectives and agendas.
- Prioritizes multiple tasks effectively.

#### **PROFESSIONAL QUALITIES**

- Displays a positive attitude.
- Demonstrates flexibility in day-to-day work.
- Sets high standards of performance for oneself.

#### **TEAMWORK**

- Establishes harmonious working relationships with team members.
- Appreciates each team member's contributions and values each individual member.

#### **CLIENT MANAGEMENT**

- Values internal and external clients and responds to their needs as they arise.
- Establishes effective working relationship with clients.
- Follows established communication guidelines.
- Uses good judgment in what and how to communicate with clients.

#### **ORGANIZATIONAL RESPONSIBILITIES**

#### **PROFESSIONAL DEVELOPMENT**

- Understands the professional development process and becomes actively involved by setting challenging goals and meeting them through continuous learning.
- Seeks input from mentors and supervisors.
- Actively applies feedback received to day-to-day work and strives to improve performance.

#### **INTERNAL OPERATIONS**

- Accurately completes and submits time and expense reports in a timely manner
- Accurately completes and submits status reports in a timely manner.
- Complies with all company policies and procedures.