

Role: Junior Project Manager

Reports To:

- Senior Project Manager
- Head of Projects
- Project Management Office

Department: Projects

Skills Required

- Bachelor's degree in project management or any other relevant degree.
- Years of Experience 2-3 years.
- Proven working experience in project management.
- Competence in IT, particularly in standard project management tools like Ms Project, PowerPoint, Word and Excel.
- Excellent communication skills, both written and verbal.
- Ability to work with strict timelines
- Ability to work under pressure and complete project within a set duration and budget.
- Conflict resolution skills.
- Problem-solving skills.

Job Responsibilities

- Understand the project scope, budget, duration and create the project requirements needed to complete the project.
- Supervise lower project manager levels, such as assistants and associates.
- Schedule and conduct project meetings to communicate the team members' roles, project expectations, and deliverables and ensure the project team has the tools and training required to perform the project's task.
- Monitor the projects regularly to evaluate the progress, quality, management issues emerging, and any events that might cause a delay in project completion.
- Safeguard and maintain all the quality documents and data to ensure project integrity is enhanced.
- Identify areas of conflict of interest, which might hinder project implementation and propose possible solutions to the conflict of interest.
- Develop project plans and enhance adherence to the project plans to ensure project quality is maintained.
- Design the project methodologies and deliverables and monitor all teams to enhance adherence to the best-identified methodology.
- Identify project risks and prepare risk mitigation measures to enhance the full utilization of project resources.
- Maintain a good working relationship with project vendors to enhance quality and timely delivery of supplies.
- Ensure adequate and constant reporting on project progress as well as standard reports to include ongoing updates, monthly progress reports etc.