

Date: 23 March 2021

Junior Project Manager Position available

### Job Summary

We are looking for a semi - experienced project manager to join our company. You'll ultimately be responsible for typically managed one or more projects involving the success or failure of our projects. Our project manager must be a multi- tasker, who has excellent organization and time management skills and is a super communicator. Demonstrated communication effectiveness, and good project management discipline. Ability to foster trusting relationships with colleagues and clients. Our project manager is not expected to carry out all the work themselves but will be in charge of ensuring that project teams working under him to complete their objectives in a timely manner.

### Project Manager Responsibilities

- Must provide high-level oversight and support for multiple projects
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within the scope, and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule, and costs
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- Ensure resource availability and allocation
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- Use appropriate verification techniques to manage changes in project scope, schedule, and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Agreeing on project objectives
- Representing the client's or organisation's interests
- Providing advice on the management of projects
- Organising the various professional people working on a project
- Carrying out risk assessments.
- Ensuring that all the aims of the project are met
- Making sure the quality standards are met

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- Using IT or other systems to keep track of people and progress
  - Recruiting specialists and subcontractors
  - Monitoring sub-contractors to ensure guidelines are maintained
  - Overseeing the accounting, costing and billing
  - Reporting to the client or senior stakeholders on progress
  - Evaluating the success of the project against its benchmarking and sharing lessons or best practices with other organisations or project managers.
  - Making sure that the project is being completed effectively on time and on budget
  - Coordinate changes and be willing to adapt if necessary
  - Keep teams committed, motivated, and productive through the duration of the project
  - Evaluate, organize, and prioritize workload within a schedule
  - Liaise with third party contractors to
  - ensure all equipment is fit for purpose
  - Take responsibility for a team of engineers
  - Show management that the project has achieved its objectives

#### Qualifications and Skills

- PMP / PRINCE II certification is a plus
- Preferably a bachelor's degree in engineering
- Alternatively, a diploma in Engineering
- 3-5 years of prior experience in project management is desired
- Confident decision-making ability
- Excellent communication skills
- The ability to work within budgets and to deadlines
- Comprehensive knowledge of relevant legal regulations
- Good team-leading skills
- Excellent computer proficiency.
- Excellent client-facing and internal communication skills.
- Excellent written and verbal communication skills.
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office

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#### Note:

- If you have not heard back from us within 2 weeks, please consider your application unsuccessful.
- Applications close 30 April 2021.