

Job Title:	Senior Project Manager	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:	Mary-Anne Baldwin	Date posted:	23/03/2021
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			

Project Manager Job Summary

We are looking for an 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, 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 himself, 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	Related Tools and Documents	Process and Frequency	Success Measure
<ul style="list-style-type: none"> • Coordinate internal resources and third parties/vendors for the flawless execution of projects • Ensure that all projects are delivered on-time, within 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 			

Must provide high level oversight and support for multiple projects	Related Tools and Documents	Process and Frequency	Success Measure
<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Agreeing 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 assessment • Making sure that all the aims of the project are met • Making sure the quality standards are met • Using IT or other systems to keep track of people and progress • Recruiting specialists and sub-contractors • Monitoring sub-contractors to ensure guidelines are maintained • Overseeing the accounting, costing and billing • Reporting to the client or senior stakeholders on progress 			

Must provide high level oversight and support for multiple projects	Related Tools and Documents	Process and Frequency	Success Measure
<ul style="list-style-type: none"> • Evaluating the success of the project against its benchmarking and sharing lessons or best practice 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 priorities 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 			

Job Impact

Overall Impact

Work significantly affects multiple units within a limited number of departments			
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Budget Impact

Moderate			
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Resources

Low to moderate levels of staff, i.e., less than ten.			
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Timelines

<p>Generally, less than one year, and typically 3-6 months. Discrete projects; may be multi-phased effort, as a result of the work having different stakeholders</p>			
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Functional/Technical

<p>Low to moderate, although may have high level of complexity in a particular area.</p>			
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Change Management

<p>Lead aspects of organizational change. Identifies opportunities for business process improvements within project scope.</p>			
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Stakeholders

<p>Limited numbers of sponsors and moderate number of key stakeholders.</p>			
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Qualifications and Skills

<p>Excellent IT skills</p> <p>Excellent client-facing and internal communication skills</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Solid organizational skills including attention to detail and multi-tasking skills • Strong working knowledge of Microsoft Office • PMP / PRINCE II certification is a plus <ul style="list-style-type: none"> • Preferably has a bachelor's degree in engineering • Alternatively, one can have a diploma in Engineering 			
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<ul style="list-style-type: none"> • A master’s degree is helpful, along with additional certifications <p>3-5 years of prior experience in project management is desired</p> <p>Confident decision-making ability</p> <p>Excellent communication skills</p> <p>The ability to work within budgets and to deadlines</p> <p>A comprehensive knowledge of relevant legal regulations</p> <p>Good team-leading skills</p>			
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