

Project Manager - Junior

Reports To

Director of Programme Delivery

Job Overview

Provide technical and administrative support to the delivery of the Recovery to Development Plan. Work as a project manager for projects under both programmes. Provide specialist technical knowledge.

Responsibilities and Duties

- Work as a project manager within the Delivery Department of the RDA.
- Provide technical input into the development, specification and planning of projects.
- Support the development of scope of works, specifications, bills of quantities and other technical documentation to support the tendering of projects.
- Provide technical input to the Business Case process.
- Complete the administrative management of all projects.
- Review contract documentation and support the monitoring of consultants and contractors against their contractual obligations.
- Review contractor progress on site and report on progress and performance against expected scheduled performance.
- Conduct site visits of all projects at least once a fortnight.
- Write up visit reports for all site visits.
- Maintain a project diary.
- Support the writing of monthly progress reports and other reports as required by Government.
- Support the management of change orders, variations and payments.
- Provide any other supporting duties assigned by supervisor that are deemed necessary to support the effective and efficient delivery of the all projects
- Take part in procurement decisions and technical evaluations
- Support the collection of monitoring and evaluation data to support project development and audit.
- Support and participate in the handover of projects to the user ensuring that all objectives have been completed within time, cost and quality.
- Provide regular feedback and evaluation on contractor performance.
- Support the completion of close out reports for all projects managed.
- Support the recruitment of specialist technical support for projects and planning.
- Provide editorial support to reports generated by the Programme Delivery Department.

Qualifications

- Recognized project management qualification
- Demonstrable experience in project management.
- 3-5 years of project or programme management experience
- Excellent decision-making and leadership capabilities
- Possess excellent analytical, presentation, and communication skills
- Ability to quickly/easily adjust to changing priorities/direction
- Demonstrated experience using requisite software (Excel, Word and PowerPoint)

Work Environment

Environment: Office and field environment; travel from site to site; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction