



CAREER OPPORTUNITY

PROJECT MANAGER

Reporting to the Team Lead, Project Management Office, the Project Manager is responsible for successfully managing assigned projects from initiation to completion including the identifying of all impending risks.

The successful candidate will:

KEY RESPONSIBILITIES

- Obtain agreement of project scope and deliverables by both the customer and PBS Technologies.
- Create Project Charter for all assigned projects (internal repository).
- Create and Manage the Project Plan inclusive of the schedule for all assigned projects.
- Track project progress against agreed project baseline.
- Provide management reports and time utilization data for accurate costing and to facilitate the assessment of the viability of each engagement.
- Manage and coordinate project activities.
- Conduct post project review and document lessons learnt.
- Prepare project close out documents and obtain customer sign off.
- Ensure all project billings are done in accordance with agreed milestones.
- Prepare and share project status reports for the duration of the project.

ACADEMIC/PROFESSIONAL REQUIREMENTS

- Minimum Associate's Degree in the related field.
- At least 2 years' experience in a similar role.
- Requisite Certification commensurate with the job requirements (PMP)
- High level of computer literacy
- Knowledge of industry standards in both information technology and project management.
- High level of competence in using Microsoft Office and Microsoft Project.
- Stakeholder management skills with a consultative approach to engaging with team members.

Interested and qualified candidates are invited to visit <https://lnkd.in/d/cWzQm> to apply
no later than **Friday, July 23, 2021**.