JOB DESCRIPTION
FOR JUNIOR PROJECT MANAGER
Job Title: Junior Project Manager
Department: Operations
Reporting: Operations Director

Job Summary

The Junior Project Manager reports to the Operations Director and manages the activities and resources allocated to assigned projects into a cohesive, efficient manner as well as to administer and execute engineering and technology projects within cost, quality and time.

Scope (The way that the position impacts on the organization)

The Junior Project Manager manages all activities associated with the construction of an assigned project. This may include managing or coordination with a team of Project Coordinators, Project Administrators and other Project Managers as well as Construction Managers. Failure to provide such services stops the whole project from operation.

Task and Responsibilities

- Develop, monitor and control project scope, cost, time and quality.
- Develop a Project Management Plan from Concept to Final Release Phase.
- Effectively report on Projects, including accurate, effective and efficient project document control and record management.
- Providing a Project Coordination Function and managing a team effectively.
- Managing the Safety Health Environmental Quality (SHEQ) for the assigned project.
- Project Contract Management.
- Development of an investment business case throughout the front-end planning of a project.
- Obtain Governance approvals for all projects.
- Collation of all reports (quality, H&S, progress, issues, etc.) into a full project report to keep up to date on progress of all aspects of the project.
- Liaise with clients and suppliers
- Provide coordination for kick off meetings for projects and ensure that all relevant stakeholders are aware of the tasks required of them
- Manage the resources for the project from start to end

**Required Knowledge, Skills and Abilities**

- General management skills.
- Business and financial analysis skill.
- Integrity, respect, honesty and trustworthiness.
- High level of professionalism.
- Team leader and player.
- Developing and motivation of team.
- Coaching and Mentoring.
- Self-disciplined and able to self-manage and set goals
- HR management on a basic level (understanding of legislation and procedures)
- Presentation and meeting facilitation skill.
- Negotiation and conflict management skill.
- Report writing and document management.
- Abreast with latest project management knowledge and thinking.
- Knowledge of business integration.
- Communication and Stakeholder management.
- Knowledge of Contracts Management.
- Knowledge of project management systems and tools.
- Knowledge of scheduling
- Excellent MS Office skills
Education and Formal Training

- A Bachelors Degree from an accredited college or university in Construction Management, Structural/Civil Engineering, or Business
- Registration with SACPCMP as a PrCPM candidate as a minimum

Work Experience

- 7 years related experience in the industry of OHTL with 3 of those years in a project management role.