

Project Manager

Coordinating internal resources and vendors to increased quality, timeliness, and financial benefit of projects. Ensure that all projects, milestones, and goals are delivered on-time, within scope and within budget.

As a project engineer/manager, the selected applicant will be to coordinate people and processes to ensure that village projects are delivered on time and produce the desired results. I will be the go-to person for everything involving the selected projects, organization and timeline.

Specific duties include developing project plans, timelines, ensuring resource availability, allocation and delivering every project on time within scope and budget. As a project manager I will act as a coordinating figure, dealing with stakeholders across all areas of the project. I will interpret the needs, expectations, and limitations of each, and bring them together with the aim of successful project delivery.

Responsibilities

- Coordinate internal resources and third parties/vendors for increased efficiency of project execution.
- Ensuring that all projects are delivered on-time within budget and within scope
- Develop project scopes, objectives, timelines, and involving all relevant stakeholders and ensuring technical feasibility. Ensure resource allocation and availability.
- Develop detailed project plans to track project progress and quality.
- Use appropriate verifications processes to manage changes to project scopes, schedules, and costs.
- Measure project performance and milestones using appropriate systems, tools, and techniques.
- Report and escalate to management as needed
- Manage relationships between clients, and all stakeholders.
- Perform risk management to minimize project risks.
- Create and maintain comprehensive project documentation

- Interpretation of the desired outcome into a detailed plan that can be implemented by a project team
- Planning and forecasting of the project
- Acquisition of appropriate staff, materials, and equipment
- Liaising with contractors, suppliers, and internal company stakeholders
- Management of the project team
- Ongoing reporting of the project progress
- Ensuring that all aspects of the project proceed while adhering to internal company SOPs as well as external regulations and laws – this includes maintenance of project documentation
- Troubleshooting problems as they arise on a project – finding efficient and effective solutions
- Commissioning and qualification responsibilities
- GIS management and the management of technical electronic services for the Village.
- Master plan development and maintenance
- ICIP continuous development and reporting
- Develop and maintain planning processes for the Village and responding to and overseeing any planning services or functions that are requested by the Village.