

# Project Manager Position Specification

## Position Title

Project Manager

## Position Summary

The Project Manager is responsible for the planning, execution, monitoring, and completion of assigned projects according to strict deadlines and within budget. This role coordinates the efforts of team members and third-party contractors or consultants to deliver projects according to plan.

## Key Responsibilities

- Define project scope, goals, and deliverables in collaboration with senior management and stakeholders.
- Develop detailed project plans and manage project progress.
- Coordinate internal resources and third parties/vendors for project execution.
- Manage changes to project scope, schedule, and costs.
- Monitor, track, and report on project progress and outcomes.
- Identify and mitigate project risks and issues.
- Lead project meetings and communicate effectively with all stakeholders.
- Ensure projects are delivered on time, within scope, and within budget.

## Required Qualifications

- Bachelor's degree in a relevant field.
- Minimum of 3 years' experience in project management, or related role.
- Knowledge of project management methodologies and tools.
- Strong organizational, leadership, and communication skills.
- Ability to manage multiple projects simultaneously.
- Project Management Professional (PMP) certification preferred.

## Reporting Line

Reports to: Director of Project Management

## Location

[Insert Location]