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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | IT PROJECT MANAGER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of an IT project manager consists of planning, initiating, and managing information technology (IT) projects. It also consists of leading and guiding the work of technical staff, serving as liaison between business and technical aspects of projects, planning project stages and assessing business implications for each stage, and monitoring progress to assure deadlines, standards, and cost targets are met. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree in a computer-related field or equivalent;
* Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions;
* Ability to monitor or assess performance of yourself, other individuals, or organisation to make improvements or take corrective action.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Integrity — Job requires being honest and ethical.
* Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
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| TASKS: | * Develop and manage work breakdown structure (WBS) of information technology projects;
* Develop implementation plans that include analyses such as cost-benefit or return on investment (ROI); Prepare project business cases;
* Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing;
* Assign duties, responsibilities, and spans of authority to project personnel;
* Coordinate recruitment or selection of project personnel;
* Develop and manage annual budgets for information technology projects;
* Enforce compliance to project management best practices, using methodology such as RUP, Agile and tools such as Project management software and PLM collaboration systems;
* Establish and execute a project communication plan;
* Manage project execution to ensure adherence to budget, schedule, and scope;
* Prepare project status reports by collecting, analysing, and summarising information and trends.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |