Project Manager (Non IT)

Phone :
Web :

Job Summary

Vacancy :
Deadline : Jul 07, 2024
Published : Jun 07, 2024
Employment Status : Remote
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Job Title: Project Manager
Location: Remote
Duration: 22 Months (With a possibility to extension)
Description:
The duties of the position include:
• Provide project management rigor to large, complex and/or politically sensitive strategic initiatives that are not (solely) IT in nature. This can include: identifying an issue or opportunity in the business; introduction of, or changes to, service delivery, policy, or legislation; creation and implementation of new products, programs, or business improvements; or other organizational transformation.
• Oversees all aspects of project planning, execution, delivery, and close. This includes determining the most suitable approach to achieve defined objectives and ensure business needs, quality standards, and data integrity are achieved.
• Collaborate with the business to develop well-defined proposals, project charters, project plans and other planning documents, and project artifacts. Project Plans will need to clearly state the project's objectives, scope, assumptions, timeline, risks, benefits, budget and estimate resource requirements.
• Manage multiple projects, project resources and project governance.
• Work with project leads to develop a project organization structure with clearly defined roles and responsibilities.
• Develop Strategies, manage projects, document and coordinate project team activities to achieve each project's goals, scope, budget, schedule, quality, and other applicable performance standards.
• Identify project milestones, critical success factors, dependencies, policy and program implications, metrics, and resource requirements.
• Contribute to project deliverables where needed e.g., research, survey design, drafting report writing, etc. to support quality and timely delivery of deliverables.
• Regularly monitor, document and report on project progress against the plan.
• Plan, lead and participate in internal project team meetings, project stakeholder meetings and steering committee meetings.
• Document changes in scope, budget or schedule; coordinate signoffs and communicate changes with sponsor, management, team leads and working groups/committees.
• Ensure that issues, risks, and opportunities are proactively identified with strategies developed and actioned where possible.
• Provide high-level business or process analysis, change management and communication supports to the team as required.
• Complete proper hand-over of project outputs including all relevant project documentation to business area.
• In collaboration with project sponsors, assess whether the project achieved stated outcomes and identify opportunities for improvement for future similar projects.
• Document lessons learned and share with business area.
Job Type: Full-time
Pay: $80.00-$90.00 per hour
Expected hours: 8 per week
Benefits:
• Dental care
• Paid time off
• Vision care
Schedule:
• 8 hour shift
Application question(s):
• How many years of experience do you have in a non-IT project management role?
• Experience working in or for the public sector
Experience:
• Project management: 8 years (required)
• Budgeting: 8 years (required)
• Project implementation: 8 years (required)
Work Location: Remote

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits