

# Job Description

## **Project Manager**

The project manager will be responsible for the overall direction, coordination, implementation, execution, control, and completion of specific projects ensuring consistency with company strategy, commitments, and goals.

### Main Job Tasks and Responsibilities:

- Ensure all projects are delivered on time within the stipulated scope and budget
- Lead the initiation and planning of a project and ensure technical feasibility
- Ensure resource availability and allocation
- Develop a detailed plan to monitor and track the progress of the project
- Coordinate with internal and external parties for the flawless execution of projects
- Manage relationships between clients and stakeholders
- Measure project performance using appropriate project management tools
- Perform risk management analysis to reduce project risks
- Report and escalate to upper management as and when needed
- Create and maintain a comprehensive project documentation

### Qualification:

- Great educational background, preferably in the fields of computer science or engineering
- PMP(Project Management Professional) or Agile/Scrum Certification