

Project Manager – DexNova Consulting Limited

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Company: Jobspaddy

Location: Nigeria

Category: business-and-financial-operations

Responsibilities

Coordinate internal resources and third parties/vendors for the flawless execution of projects

Ensure that all projects are delivered on-time, within scope and within budget

Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility

Report and escalate to management as needed

Manage the relationship with the client and all stakeholders

Perform risk management to minimize project risks

Establish and maintain relationships with third parties/vendors

Ensure resource availability and allocation

Develop a detailed project plan to track progress

Use appropriate verification techniques to manage changes in project scope, schedule, and costs

Measure project performance using appropriate systems, tools, and techniques

Create and maintain comprehensive project documentation

Qualification and skills

B.Sc / B.Eng Degree in Civil Engineering

Minimum of 5 years of Proven working experience as a project administrator in the Education sector.

Solid technical background, with understanding or hands-on experience in project management

Plans, develops, and executes programs, projects, and other tasks in support of operational goals and needs.

Participates in the development of objectives and goals and develops procedures to efficiently manage operations.

Ensures compliance with policies and procedures.

Participates in the planning and development of contracts and grants.

Assesses potential sources of funding based on legislative, business, and industry trends.

Supervises, trains, and coordinates the activities of subordinate staff.

Collects and analyze data for use in making recommendations, assessing progress, reporting to internal or external constituents, and/or developing proposals.

Attends related meetings and conferences.

Performs similar or related duties as assigned or required.

Recommends and negotiates contracts.

Serves as liaison to internal and external constituents to conduct business and resolve problems.

Facilitates communication and networking among project participants and external entities while building and maintaining collaborative relationships with external constituents.

Monitors expenses related to programs and secures necessary equipment and supplies.

Excellent client-facing and internal communication skills

Excellent written and verbal communication skills

Solid organizational skills including attention to detail and multi-tasking skills

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Solid organizational skills including attention to detail and multi-tasking skills

Strong working knowledge of Microsoft Office

PMP certification and Microsoft Project or Primavera usage is a mandatory requirement

Other Requirements:

The ideal candidate should possess a background in business skills, management, budgeting, and analysis.

Should be an excellent communicator and comfortable managing multiple tasks. you also need to be a team player and have a problem-solving aptitude.

Remuneration

N500,000 / Month (Net)

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