

## Job Title: IT Project Manager

### Job Summary:

The IT Project Manager is responsible for overseeing the planning, execution, and successful delivery of information technology projects within Maureva.

This role involves managing project deliverables, coordinating with stakeholders (internal and external), and ensuring that projects are completed on time, within budget, and in accordance with established quality standards.

We are seeking an IT Project Manager to join our team in **January 2024**.

### Key Responsibilities:

#### **Project Planning:**

Collaborate with stakeholders to define project objectives, scope, and deliverables. Develop comprehensive project plans, including timelines, resource requirements, and risk management strategies.

#### **Project Execution:**

Coordinate and monitor project activities, ensuring that tasks are completed according to plan. Assign responsibilities to team members, track progress, and proactively address any issues or bottlenecks that may arise.

#### **Stakeholder Management:**

Establish effective communication channels with project stakeholders, including clients, senior management, and internal teams. Provide regular project updates, address concerns, and manage expectations throughout the project lifecycle.

#### **Team Leadership:**

Help IT leadership to build and manage project teams, ensuring that the right resources are assigned to the project and that team members are motivated and productive. Foster a collaborative work environment, promote knowledge sharing, and provide guidance to team members as needed.

#### **Budget and Resource Management:**

Develop and manage project budgets, track expenditures, and ensure that projects are delivered within approved financial limits. Optimize resource allocation to maximize efficiency and minimize costs.

#### **Risk Management:**

Identify project risks and develop mitigation strategies. Regularly assess and monitor risks throughout the project lifecycle and take appropriate actions to minimize their impact on project outcomes.

#### **Change Management:**

Facilitate the implementation of new technologies and processes by assessing organizational readiness, developing change management plans, and engaging stakeholders to ensure smooth transitions.

#### **Documentation and Reporting:**

Maintain accurate project documentation, including project plans, progress reports, and post-project evaluations. Generate regular reports for management and stakeholders, highlighting key milestones, achievements, and challenges.

**Qualifications and Skills:**

- Bachelor's degree in computer science, information technology, or a related field (or equivalent work experience).
- Proven experience as an IT Project Manager, preferably in a similar industry or domain.
- Strong knowledge of project management methodologies, tools, and best practices.
- Excellent leadership and team management skills.
- Strong analytical and problem-solving abilities.
- Effective communication and interpersonal skills, with the ability to engage and influence stakeholders at various levels.
- Solid understanding of software development lifecycle (SDLC) and IT infrastructure.
- Proficiency in project management software and collaboration tools.
- PMP (Project Management Professional) or other relevant certifications are a plus.