



JOB DESCRIPTION

Job Summary:

The Senior Officer, Project Administration will be assisting the work of the Project Management Division under the supervision of the Director, Project Management. This role involves assisting in the planning, execution, and monitoring of diverse projects within our organization, along with the responsibility of maintaining project information documentation.

Responsibilities:

- Assist in planning, execution, monitoring, and closure of multiple projects.
- Provide administrative coordination support to assigned projects
- Provide support and input in development of various project documents
- Maintain documentation of all project documents such as project charters, business plans, progress reports and many more.
- Organize and participate in project meetings, documenting discussions and action items
- Maintain documentation of all meetings with other divisions, and project stakeholders
- Maintain regular update of all progress reports, project changes and issue logs.
- Provide administrative support for Research and publications team in conducting needs assessment and feasibility reports for the projects.
- Generate regular reports on project status and report it to project team.
- Submit all relevant requests, forms, and communications to the division or department responsible for the designated project tasks.
- Collaborate with other divisions to ensure timely execution of project tasks relevant to that division/department.
- Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor.

Key Competencies:

- Work confidently, proactively and independently, whilst having strong time management and organizational skills to be able to meet deadlines.
- Capable of handling work pressure, possess a collaborative personality, and be a team player.

- Ability to work independently and collaboratively as an effective team member in a complex and fast-paced environment
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Strong moral code and sense of ethics.