

JOB DESCRIPTION

Job Summary:

The Assistant Manager, Project Management Division is responsible for coordinating and supporting the implementation, monitoring, and administration of assigned projects.

Job tasks:

- Assist in the planning, implementation, monitoring, and closure of assigned projects.
- Coordinate the administrative components of assigned projects, ensuring alignment with approved project objectives, plans, and timelines.
- Apply established project administration procedures and identify opportunities to improve administrative processes and documentation workflows.
- Prepare and maintain project documents, including project charters, business plans, work plans, progress reports, meeting minutes, action trackers, and project closure documents.
- Organize and participate in project meetings and accurately document discussions, decisions, action items, responsible parties, and deadlines.
- Maintain accurate and up-to-date progress reports and administrative records for assigned projects.
- Coordinate with the Research and Publications teams on project-related needs assessments, feasibility studies, surveys, reports, and other documentation required to support project planning and implementation.
- Prepare regular project status reports and submit them to the relevant project team and supervisor.
- Prepare and submit relevant requests, forms, correspondence, and other documents to the divisions or departments responsible for assigned project activities.
- Coordinate and follow up with other divisions and departments to support the timely completion of assigned project activities.
- Engage with relevant divisions and departments to gather project requirements and keep them informed of project objectives, timelines, responsibilities, and progress.
- Follow up on project decisions and assigned actions and maintain records of their status and completion.
- Identify inefficiencies in project administrative processes and documentation workflows and submit recommendations for improvement to the supervisor.
- Monitor project progress and identify risks, delays, implementation issues, or deviations from approved requirements, timelines, and budgets, and report them to the Deputy Manager or supervisor for further action.
- Perform other duties assigned by the supervisor that are consistent with the competency, responsibility, and level of the position.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company