

Advertisement No: MFMC/I/2022/53

ASSISTANT PROJECT MANAGER Description of Services

1. Scope of work

Assistant Project Manager is responsible for working with the Project Manager in planning and overseeing projects handled by the Maldives Fund Management Corporation, from the initial ideation through to completion. By coordinating people and processes to deliver projects on time, within budget and with the desired outcomes aligned to project and company objectives. Assistant Project manager will work with the Project Manager in acting as a point of liaison between the project team and senior management of the company.

2. Specific responsibility:

- 2.1 Defining accurate and detailed project objectives, project scope, deliverables, roles & responsibilities.
- 2.2 Defining resource requirements and managing resource availability & allocation – both internal and third party in an effective and efficient manner.
- 2.3 Outlining budget based on requirements and tracking costs to deliver project on budget.
- 2.4 Preparing detailed project plan to schedule key project milestones, work streams & activities.
- 2.5 Managing and monitor delivery of the project according to work plan and project schedule throughout the project lifecycle.
- 2.6 Tracking project and providing regular reports on project status to project team and key stakeholders.
- 2.7 Managing and adjusting for any changes in project scope, schedule and / or budget.
- 2.8 Identifying and mitigating potential risks.
- 2.9 Managing the relationship and communication with all stakeholders, ensuring the project is delivered to their satisfaction.
- 2.12 Prepare budget based on scope of work and resource requirements, and track project costs to meet budget.
- 2.14 Develop and manage a detailed project schedule and work plan
- 2.15 Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- 2.16 Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- 2.17 Utilize industry best practices, techniques, and standards throughout entire project execution.
- 2.18 Monitor progress and adjust as needed.
- 2.19 Measure project performance to identify areas for improvement, and ensure information such as regular project review reports, project progress reports, are provided in a timely manner.
- 2.20 Other tasks as assigned by management.

3. Requirements:

- 3.1 Minimum undergraduate degree in Civil Engineering, Architecture, Project Management, Construction Management, Quantity Surveyor or Construction related field.
- 3.2 Professional work experience of at least 3 years in related field
- 3.3 Project Management Professional (PMP) certification will be an added advantage
- 3.4 Strong familiarity with project management software tools, methodologies, and best practices will be an added advantage
- 3.5 Experience seeing projects through the full life cycle according to outlined scope, budget and timeline will be an advantage
- 3.5 Experience in tourism projects will be an added advantage

4. Preferred Skills:

- 4.1 Business & commercial acumen and excellent stakeholder management skills
- 4.2 Strong Analytical skills and critical thinking skills.
- 4.3 Good mathematical and budgeting skills.
- 4.4 Excellent management skills and the ability to multitask.
- 4.5 Excellent communication skills, with effective stakeholder management
- 4.6 Excellent interpersonal skills & conflict resolution skills.
- 4.7 Great team player and an effective leader able to motivate project team.
- 4.8 Ability to organize, plan, and strategize.
- 4.9 Attention to detail and a methodical approach to work.
- 4.10 Ability to effectively prioritize and execute tasks in a high-pressure environment
- 4.11 Ability to manage multiple projects and work to meet tight deadlines

Remuneration: MVR 25,000 + (negotiable based on qualification and experience)

Interested candidates please complete online application form; <https://form.jotform.com/213531409438454>