**Cloud Essentials**

Your cloud journey. **Accelerated.**

| Job Profile | |
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| *Division:* | Operations |
| *Job Family:* | Project Management |
| *Job Title:* | **Project Manager** |
| *Reporting:* | Head of Operations |
| **Main purpose of the Job** | |
| Develop a plan of action to get a project successfully completed, working across multiple departments either internal or external to ensure the project stakeholders' requirements are included within the confines of the project deliverables. | |
| **Minimum Requirements** | |
| *Experience* | *Qualifications/Certifications* |
| 8-10 years in managing IT related projects<br>3-5 years Project Team Management or Project Management Office experience | Grade 12/Matric<br>Project Management Diploma/Certificate<br>Project Management Professional (PMP) certification, AgilePM or similar (Not mandatory/wish) |
| **Main Job Responsibilities** | |

You will be required to perform a wide range of tasks including:
- Develop project overview plans that identify active projects and revenue streams.
- Host, and facilitate project meetings at least once a week with team and managers.
- Provide feedback, advice, project updates and encouragement to team members.
- Manage deadlines and push the team to ensure timeliness.
- Coordinate with vendors and suppliers as needed.
- Creating long- and short-term plans, including setting targets for milestones, and adhering to deadlines.
- Assist Migration team manager in delegating tasks on the project to employees best positioned to complete them.
- Identifying and managing potential risks and liabilities of multiple projects.

- o Making effective decisions when presented with multiple options on how to progress with the project.
- o Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy.
- o Communicating with stakeholders to keep the project aligned with their goals.
- o Performing quality control throughout project's life cycle to ensure the company standards are applied.
- o Adjusting schedules and targets on the project as needed.
- o Motivating people involved in the project to complete tasks on time.

| Competencies | | | |
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| *General Knowledge* | *Company Specific Knowledge* | *Skills* | *Attributes* |
| o Understanding of the Project Management Institute (PMI) framework.<br>o Knowledge of various project management methodologies (e.g., agile/scrum). | o Understanding of the exchange, SharePoint, ODB and archiving migration solutions.<br>o Understanding internal company process i.e. billing & Microsoft portal. | o Leadership qualities, such as motivation techniques and conflict-management.<br>o Cost and risk management skills.<br>o Excellent communication.<br>o Computer literacy for spreadsheet and word processing software.<br>o Time management skills, especially familiarity with calendar/scheduling management i.e. MS Project.<br>o Understanding with the task/work being done by each team member.<br>o Ability to make important decisions under pressure.<br>o Ability to delegate effectively. | Self-motivated, patient, detail-orientated, can work in a team, adaptable, function under stress, presentable, client focused, problem solver, friendly and approachable. |