

1. 1 Cross-Functional Project Manager

Position Summary:

As a Project Manager, you will play a critical role in planning, executing, and closing this project. Your responsibilities will include overseeing the project lifecycle, managing project teams, and ensuring the successful delivery of the project on time and within budget.

Qualification:

1. Bachelor's degree in project management, Business Administration, Computer Science, or a related field.
2. PMP certified Professional

Experience:

15+ years' experience as a Project Manager within the IT/Software domain, with a successful track record of delivering projects on time and within budget.

Key Responsibilities:

- Develop comprehensive project plans that outline scope, objectives, timelines, resources, and budgets. Identify and mitigate potential risks.
- Lead and motivate cross-functional project teams. Assign tasks, set priorities, and ensure team members are aligned with project goals.
- Provide regular project status updates and manage expectations.
- Allocate resources efficiently, ensuring the project team has the necessary tools, equipment, and personnel to deliver results.
- Identify and assess project risks, and develop strategies to mitigate them. Proactively address issues that may impact project success.
- Ensure project deliverables meet quality standards and are aligned with project objectives and client requirements.
- Monitor project budgets and expenditures, making necessary adjustments to stay within budget constraints.
- Create and manage project schedules, track progress, and make necessary adjustments to ensure project milestones and deadlines are met.
- Maintain comprehensive project documentation, including project plans, status reports, issue logs, and other relevant records.
- Conduct post-project evaluations to assess project success, identify lessons learned, and make recommendations for process improvement.

Required skills:

- Proficiency in project management methodologies such as Agile (Scrum, Kanban), Waterfall, or a hybrid approach, depending on the project's needs.
- Ability to define project scope, create detailed project plans, set milestones, and manage timelines effectively.
- Financial skills to create and manage project budgets, including resource allocation and cost tracking.



- Leadership skills to assemble and manage cross-functional teams, including developers, designers, quality assurance, and other roles.
- Strong verbal and written communication skills to effectively convey project objectives, progress, and issues to team members and stakeholders.
- Ability to identify and address conflicts and issues within the team or between team members, promoting a harmonious work environment.
- Gathering and analysing project requirements, understanding client needs, and translating them into actionable tasks.
- Understanding of software quality assurance processes and the ability to ensure that deliverables meet quality standards.
- The ability to manage and communicate changes to project scope and requirements effectively.
- Using issue tracking tools to identify, prioritize, and resolve project issues.
- Basic technical knowledge to understand the software development process, identify technical challenges, and communicate effectively with the development team.
- Proficiency in project management and collaboration tools such as Jira, Trello, Asana, or project-specific software.
- Creating and maintaining project documentation, as well as generating regular project status reports for stakeholders.
- Familiarity with Agile project management tools like Atlassian's Jira, Trello, or similar software for managing Agile workflows.
- Awareness of legal and ethical considerations, such as data privacy and intellectual property, particularly relevant to the software industry.

General Terms and Conditions for all Temporary vacancies

1. The Committee for Manpower Recruitment reserves its right to restrict the number of candidates to be called for interview on the basis of qualifications and experience.
2. Incomplete applications and applications shall be summarily rejected.
3. The applications received after the due date, shall not be entertained.
4. Prescribed qualifications and experiences may be relaxed in deserving cases on the recommendation of the Committee for Manpower Recruitment.
5. All the posts are purely temporary and on contractual engagement and any kind of claim for regular positions in the future will not be entertained.
6. Performance of the selected candidates will be assessed every month.
7. No queries regarding screening or interview will be entertained.
8. All rights are reserved to fill or not to fill up the posts advertised for any reasons whatsoever. All rights are reserved to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
9. The number of vacancies indicated in this Notification are tentative. The number of posts may be decreased or increased at any point of time and per the project's requirements and availability of funds.
10. The last date of applications in 12th December 2023, 18:00 Hrs.