IT Project Coordinator

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Company: Fuzu

Location: Nairobi

Category: other-general

Job Summary

Contract Type:

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JOB PURPOSE

This role will plan and coordinate technology projects within the constraints of scope, quality, time, and cost, as defined within the BOMA IT project management framework. The incumbent in this role will coordinate the achievement of results through the efforts of others, over defined periods. This role is also expected to apply best practices in technology project management to achieve the defined result including applying new methodologies for quick and progressive delivery of value from projects irrespective of size and complexity.

ROLE DESCRIPTION

Defining and coordinating the delivery activities in one or more projects within the constraints of scope, quality, time value and cost. Delivers specified requirements and meets customer satisfaction.

Applies an appropriate project delivery methodology in the scheduling of project activities, assignment of resources, scoping and delivery of outcomes

Manages the scope of delivery and quality of the outcome

Defines the project delivery structure for each project that is commensurate with the complexity and ensures that this is approved within the structures of the project.

Delivers the required product(s) for each project, phase, or stage.

Deliver to time and cost within agreed tolerances.

Manages the people, work and resources involved.

Establishes and updates plans with actuals and forecasts.

Anticipates and manages deviations from plan

Reports to respective stakeholders on project status.

Escalates decisions and unresolved issues to various responsible stakeholders

Conclude the work upon completion or premature cessation.

COMPETENCIES:

Design thinking in solution design and development.

User requirements analysis and translation into solution design

Software development skills and understanding

Client Focus

Decision Making

Gaining Commitment

Ability to identify and own issues

Planning & Organizing

REQUIRED QUALIFICATION:

Bachelor's Degree in Computer Science/Information Technology or equivalent

At least one (1) year relevant experience in technology project management.

Experience in utilizing project management tools.

Responsibilities

KEY TASKS AND RESPONSIBILITIES

Understanding and delivering within the defined project management methodology

Applies an appropriate system development lifecycle to implement technology projects

Scope and outcome definition

Team Effectiveness:

Individually accountable for customer/client service delivery through efforts of a team, for periods of 3 months to a year. Coordination of project team activities and efforts towards the achievement of project goals

Balances own priorities with directing and motivating others.

Plans and assigns work over the applicable period.

Guides and directs staff to achieve operational excellence standards.

Organizes regular check in to align dependent team tasks to ensure overall team

Selects potential staff to sustain customer/client service delivery.

Stakeholder Management:

Builds and sustains effective communication with other roles involved in the project as required.

Monitors and manage multiple client expectations.

Risk Management:

Manages deviations from plan.

Escalates decisions and unresolved issues.

Concludes the work upon completion or premature cessation.

Project outcome management:

Responsible for managing one or more projects within the constraints of scope, quality, time, and cost.

Plan and manage the deployment of resources to meet project milestones.

Manage the people, processes and technology required to deliver solutions effectively

according to the project requirements.

Ensures delivery of the required product(s) for each project, phase, or stage.

Ensures delivery within agreed time and cost tolerances.

Quality Management.

Ensures that quality is achieved as planned.

Applies quality management principles and processes.

Ensures all work is undertaken within the organization standards and processes.

Delivers to specified requirements and meets customer expectations.

Reporting

Establishes and updates plans with actuals and forecasts.

Reports to respective stakeholders.

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