

## IT Project Manager at Feed the Children

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

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Feed the Children is an international, non-profit relief organization that was founded in with headquarters in Oklahoma City, United States of America. In Kenya, Feed the Children was registered in under the Non-Governmental Organization Coordination Board Act. Feed the Children Kenya office's first program in the s was the Dagoretti Children's Centre (DCC) which assisted children who were physically challenged. In , the organization opened the Abandoned Baby Centre (ABC) which rescued children who had been abandoned by family. In , the organization began implementing the School Feeding Program (now called School Meals Programs). The program was in partnership with WFP and Ministry of Education and was aimed at encouraging children to attend school, improve school retention rates and reduce school drop-outs rates.

### Essential Job Functions

Setting team project goals and coming up with plans to meet them.

Maintaining project timeframes, budgeting estimates and status reports.

Managing resources for projects, such as IT Infrastructure and employees (Including Consultants).

Coordinating project team members and developing schedules and individual responsibilities

Implementing IT strategies that deliver projects on schedule and within budget

Using project management tools to track project performance and schedule adherence

Conducting risk assessments for projects

Organizing meetings to discuss project goals and progress

Communicating project status with team members and colleagues from other departments

## **Qualifications**

### **Education**

Bachelor's degree in computer science or a related information technology field, or equivalent training and experience related to IT Project Management. An advanced degree in a related field would be an added advantage.

Post Graduate Training – Project Management Professional (PMP) or PRINCE2.

5+ years in a similar role within a busy environment.

### **Experience**

Project management and leadership skills for managing projects and the teams involved with them.

Strong written and verbal communication skills to coordinate with team members and management and explain technical issues

Analytical and problem-solving skills to handle any issues that occur during project completion.

Organization and time management skills to keep projects on track and within budget

Excellent resource planning and task scheduling skills

Advanced computer skills and in-depth knowledge of different operating systems, network administration and service desk administration.

### **Working conditions**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands and fingers. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Works in a normal office environment where there are few physical discomforts associated with changes in the weather or noise, dust, dirt, and the like.

The incumbent's working conditions are typically moderately quiet

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