



Role description

Job title	Project Management Specialist
Job family	Corporate Functions & Administration
Job sub-family	Change, Programme & Project Management
Entry grade	AD06
Role summary	Responsible for planning, implementing, overseeing and managing projects from initiation through to final delivery. Responsible for achieving optimal results, conforming to standards for quality, safety and sustainability and complying with defined scope, performance, costs, and schedule.
Standard role duties & responsibilities	<p>Perform duties reserved only for the Temporary Agent contractual category.</p> <p>Identify programme management capabilities at the agency, by contributing to the development of the agency's delivery methodology and continuous improvement;</p> <p>Determine and define project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. Report through the reporting framework of the agency;</p> <p>Track and measure project performance, specifically to analyse the successful completion of short and long-term goals and to identify areas for improvement, using appropriate tools and techniques;</p> <p>Manage project progress and changes to the project scope, project schedule and project costs using appropriate verification techniques and adapt work as required;</p> <p>Organise and coordinate the project team to deliver objectives. Ensure the team is motivated and have the right tools and skills;</p> <p>Utilise Agency frameworks, techniques, and standards throughout entire project execution;</p> <p>Perform risk management to minimise project risks and report and escalate to management as needed;</p> <p>Coordinate, record and ensure quality compliance and plan for maintenance and end user support;</p>



	<p>Monitor, control and provide formal acceptance on the delivery of the service and its deliverables in conformance with the provisions of the delivery contract with the focus on Supplier management;</p> <p>Create and maintain comprehensive project documentation, oversee all incoming and outgoing project documentation;</p> <p>Participate in tender process i.e. design, submission and review and develop technical specifications for contracts;</p> <p>Contribute to the successful completion of action items from audit reports.</p>
<p>Role specific duties & responsibilities</p>	<p>The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in:</p> <p>activities of the organisational entity within which the job holder carries out those tasks;</p> <p>the set of annual performance and development objectives, which are established together with the reporting officer;</p> <p>the requirement to comply with SOPs, WINS, confidentiality undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties.</p>
<p>Managing resources</p>	<p>Plan most daily work details within given priorities. May have a direct supervision of one or more people performing related work. Work may include a degree of planning and coordination, including small projects.</p> <p>In particular, a Project Management Specialist will:</p> <p>Organise, coordinate and lead the project team (internal resources, contractors, vendors) to deliver project objectives within time, resource and budget constraints;</p> <p>Develop and manage a detailed project schedule and work plan, ensuring resource availability and allocation;</p> <p>Prepare and manage the project budget, ensure resource plans and forecasts are continually kept up to date and accurate in order to facilitate the budget monitoring process and ensure that value for money is delivered.</p>
<p>Communication and professional contacts</p>	<p>Required to regularly communicate (verbally and in writing) information, which requires careful explanation and interpretation, taking into account what to communicate and how best to convey the information. Writing and creating information that is specialist, sensitive, confidential, legal and/or regulatory in nature.</p> <p>Regular professional contacts with others inside and/or outside the Agency on functional matters. Solicits/gives information, provides advice/guidance and should use initiative. A likely requirement is to influence others' thinking and negotiate with various parties within own job responsibilities. Normally connected to the Agency's core business or a project.</p> <p>In particular, a Project Management Specialist will:</p>

	<p>Regularly provide project updates to various stakeholders / general management when applicable about strategy, assigned project's status, progress, adjustments and any problems or potential problems;</p> <p>Regularly communicate with project team, internal stakeholders, contractors and vendors to confirm program schedules, deliverables and discuss any project problems;</p> <p>Influence decision makers to clear project issues and roadblocks and actively manage stakeholders to resolve issues and conflicts and ensure that stakeholder expectations are in line with project realities;</p> <p>Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.</p>
<p>Essential requirements Education Experience Skills & knowledge Certificates</p>	<p>Education A level of education which corresponds to completed university studies of at least three years attested by a diploma;</p> <p>Experience 3 years from the time when a university degree was awarded on completion of a minimum of three years of study;</p> <p>Skills & Knowledge Managing a team/project; A track record of leading teams on the use of Agile practices such as Scrum, Kanban, or similar, self-organisation and continuous improvement. Building and coaching teams to high levels of maturity; Knowledge methodologies, and framework.</p> <p>Certificates n/a</p>
<p>Nice to have Education Experience Skills & knowledge Certificates</p>	<p>Education n/a</p> <p>Experience n/a</p> <p>Skills & Knowledge Knowledge of project management tools like Microsoft Project and / or Agile planning tools. Knowledge of one of the industry Project management frameworks.</p> <p>Certificates Certified Prince2</p>

Category	Competency	Proficiency level
Role competencies	n/a	n/a
	n/a	n/a
Sub-family competencies	Managing change and transition	Intermediate
	Programme and project management	Intermediate
	Applied knowledge	Intermediate
Grade competencies	Adaptability and agility	Intermediate
	Analysing and problem solving	Intermediate
	Prioritising and organising	Intermediate
Core competencies	Ethics and integrity	Intermediate
	Team collaboration	Intermediate
	Customer centricity	Intermediate
	Results orientation	Intermediate
	Communication	Intermediate
	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Intermediate