

# Vacancy: Junior Project Manager

## PURPOSE OF POSITION

A Junior Project Manager works with the primary Project Managers in the facilitation and planning, overseeing and leading projects from ideation through to completion. This role in an organisation requires interaction with a range of internal and external Stakeholders, most often managing several moving project parts simultaneously.

## DUTIES & ROLES

- Assisting and leading project planning sessions;
- Assisting in drafting Organizational Process Assets (e.g. Project Charters, Project Management Plans);
- Drafting project documents e.g. Agendas, Minutes and Progress Reports;
- Coordinating staff and internal resources;
- Managing project progress and adapt work as required;
- Managing relationships with Clients and Stakeholders;
- Designing contracts and ensuring they are signed off by appropriate executive personnel;
- Overseeing all incoming and outgoing project documentation;
- Designing risk mitigation plans;
- Conducting project reviews and creating detailed reports for executive personnel;
- Optimising and improving processes and the overall approach where necessary;
- Securing growth opportunities and initiating new projects;
- Managing large and diverse teams;
- Assisting in the establishment of a Project Management Office (PMO);
- Supporting the Partners / Relevant Principal Project Managers or Project Leaders where necessary.

## QUALIFICATIONS AND EXPERIENCE REQUIRED

- One (1) – three (3) years' experience;
- Relevant Qualification in Engineering (BTech, BEng or BSc) and Project Management undergraduate or post graduate qualification;
- Registration or certification (e.g. PMP®) with recognised Project Management institutions such as PMI would be advantageous;
- Driver's License is compulsory and must have own reliable transport;
- **Female applicants are encouraged to apply.**

## SKILLS & COMPETENCIES

- Project Management principles;
- Written and verbal communication skills;
- Capacity to manage high stress situations;
- Big-picture thinking and vision;
- Attention to detail;
- Conflict resolution skills;
- Proficiency in IT programs (MS Suite including MS Projects) and any other relevant programs
- Proficiency in the use of social media tools like LinkedIn, Twitter, FB and IG;
- Eventual obtainment of PMP® certification upon meeting criteria.

**Closing Date: 28 April 2023 / Send your applications to: [tuushona@aj.com.na](mailto:tuushona@aj.com.na)**



**CONSULTING ENGINEERS &  
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