



POSITION DESCRIPTION

POSITION	Senior Project Manager
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Physical Facilities
LOCATION	OI Campus, Male'
DATE ADVERTISED	27 November 2024
DEADLINE FOR APPLICATION	05 December 2024

BROAD PURPOSE

To ensure effective communication, alignment of project objectives, and successful delivery by overseeing the project's execution and managing risks.

Reports to: Abdulla Naseer

Basic Salary: MVR 10,000/-, Service Allowance: MVR 5,200/- , Responsibility/Skill Allowance : 5,000/-

Time: 09:00 to 17:00 (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

Project management

- Project planning and Scheduling
- Project Execution and Monitoring
- Team Leadership and Development
- Meeting arrangements
- Progress reports

Interior design

- Concept Development and Design Proposal
- Space Planning and Layout Design
- 3D Rendering and Visualization

Administrative works

- Office Organization and Management
- Document Management and Record Keeping
- Scheduling and calendar Management
- Communication and correspondence
- Data Entry and Reporting
- Event Planning and Coordination
- Confidentiality and Information Security

POSITION DIMENSION

Responsible for:

- Project Team Management
- External Vendors and Consultants
- Project Documentation and Knowledge Base
- Training and Mentorship of Junior Staff

Accountability and limitations of Authority:

- Project Execution and Delivery
- Risk and Issue Management
- Team Performance and Engagement
- Strategic Direction and Scope Changes
- Contractual Agreements and Vendor Approvals
- Policy and Regulatory Compliance

	<u>Education</u>
	Bachelors Degree in a related field
	<u>Experience</u>