

Infomet – Advertisement for Vacancy

Position Number	CC0004
Job Title	Project Leader / Administrator
Position	Project Leader / Administrator
Job Level	Senior
Centre	Consultation Centre
Physical location	Head Office in Sandton
Date of Appointment	Immediate
Purpose of the Job	<p>The Project Leader/Manager is assigned to one or more (but typically one) business project. He coordinates all activities and resources of the project, up to the implementation of the required business and / or information system. He takes ultimate responsibility for delivery of the agreed project, except for the architectural aspect, which is primarily the responsibility of the Business Engineer. This threefold approach leads to what is called Joint Project Management (JPM), indicating the joint responsibility of the Architects, Change Managers and PM for the project.</p>

Roles & Responsibilities**Common Responsibilities**

1. Produce high quality work products.
2. Iterate and improve the work products whenever practical.
3. Develop reusable intellectual capital.
4. Understand and follow the endeavour-specific process.
5. Stay current with relevant industry advances and trends.
6. Maintain and increase his or her required expertise by:
 - I. Reading appropriate technical journals and books.
 - II. Attending relevant conferences, tutorials, and training courses.
 - III. Personal study (e.g., learning a new programming language by using it to program small software components).
7. Take part in relevant development and inspection teams.
8. Collaborate professionally with other team members.
9. Request changes to, and report defects in, work products.
10. Provide good faith effort estimates for performing required tasks.
11. Provide input for regular team status reports.
12. Be honest, have integrity, and maintain confidentiality at all times.
13. Work to resolve conflicts or differences of opinion by finding areas of agreement that benefit the stakeholder organizations and individuals.
14. Develop and maintain friendly, professional, and supportive relationships and networks of contacts with people and organizations who are or might be, useful in achieving work-related goals.
15. Provide constructive, timely and specific feedback to others.
16. Show a genuine intent in fostering the learning or development of others.
17. Participate effectively in group discussions and activities, while also encouraging others to do the same.
18. Facilitates meetings effectively, deciding when to advocate, and when to compromise to arrive at mutually acceptable decisions and solutions.
19. Seek opportunities to implement innovative new ideas, tools, and techniques.
20. Ensure that objectives of self and team are aligned with business goals and the mission of the endeavour.
21. Have good communication skills:
 - I. Communicate effectively by responding to his or her audience so that information is clearly conveyed.
 - II. Communicate specialist or technical information in terms that the audience can understand.
 - III. Present information persuasively, analyzing and summarizing the key issues, specifying the benefits and drawbacks of the issues, and supporting a point of view with valid, logical arguments.
 - IV. Use the full range of active listening skills, picking up underlying verbal and non-verbal messages and questions.

Role Specific Responsibilities

1. Manage the project's:
 - I. Costs and budget.
 - II. Communications, both internally and externally.
 - III. Delivery of work products and services.
 - IV. Planning efforts.
 - V. Personnel.
 - VI. Relationships with other organizations.
 - VII. Resources.
 - VIII. Scope in terms of mission, objectives, and requirements.
 - IX. Schedule in terms of dates and milestones.
2. Monitor and manage the project's risks.
3. Take part in project debrief walkthrough.

Common Tasks

1. Change Requesting
2. Collaboration
3. Defect Reporting
4. Effort And Schedule Estimation
5. Expertise Improvement
6. Resource Requesting
7. Status Reporting

	<p>Role Specific Tasks</p> <p>Project Leaders perform the following role-specific tasks in an iterative, incremental, parallel, and time-boxed manner:</p> <p>Project Management:</p> <ol style="list-style-type: none"> 1. Cost Management 2. Communications Management 3. Delivery Management 4. Management Planning 5. Personnel Management 6. Relationship Management 7. Resource Management 8. Scope Management 9. Schedule Management <p>Process Engineering:</p> <ol style="list-style-type: none"> 1. Process Framework Mandating 2. Process Mandating <p>Quality Engineering:</p> <ol style="list-style-type: none"> 1. Quality Assurance - Endeavour Debrief Walkthrough
<p>Job Functions</p>	<ul style="list-style-type: none"> • To ensure each component of the life cycle is performed optimally within the planned time scales. This includes not only the Architectural issues, but also the auxiliary/support systems like Change Management, Knowledge Representation, QA and Projects Management • To manage and direct project staff. • To liaise with and report to the Co-ordinating Projects Manager to ensure conformance with the various parallel projects. • To plan manage, direct and control the project
<p>Competencies / Expertise</p>	<p>To fulfill these responsibilities, project leaders typically should have the following expertise, training, and experience:</p> <ol style="list-style-type: none"> 1. Deep knowledge of and expertise in using management tasks, techniques, and patterns. 2. Solid knowledge of and expertise in using management tools. 3. Solid knowledge of and expertise in risk management, configuration management, and change management. 4. Basic knowledge and expertise of quality engineering and metrics engineering. 5. Solid Understanding of the customer's business enterprise, strategic goals, and competition. 6. Proven ability to manage large teams and delegate authority. 7. Exceptional communication and negotiation skills including the ability to negotiate adequate resources (e.g., schedule, budget, staffing, tools, e.g., facilities). 8. Basic familiarity with the technology to be used on the project.
<p>Knowledge and Skills</p>	<ol style="list-style-type: none"> 1. Full understanding of the work methods and techniques within the INFOMET Specialists Project Management System. 2. Good understanding of the other INFOMET Specialists systems. 3. Management skills as several milestones and deliverables need to be achieved in terms of delivery. 4. Complete understanding of the full suite of management techniques. 5. Good understanding of the techniques from the other two areas of expertise. 6. Change Management 7. Staff management skills. 8. Cost benefit analysis techniques. 9. Joint Application Development (JAD) Facilitation 10. Presentation. 11. Communication skills to enable this candidate to communicate project

	<p>progress at steering committee meetings.</p> <p>12. To consolidate skills and efforts of the project staff and ensure maximum contribution from everyone.</p>
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Experience	<ol style="list-style-type: none"> 1. Project Management. 2. Exposure to one or more of the classes of project management principles. The classes are things like a '<i>Time Box Approach</i>', a '<i>Classical Waterfall Approach</i>' or a '<i>Prototyping in Parallel Approach</i>'. A technique set to enable a project management approach to integrate naturally with an object oriented business design approach and a change management approach. These techniques are supplemented with planning, estimation, contingency planning and enabling techniques. 3. Must have experience in motivating and measuring people from a delivery point of view. 4. The Project Leader must have experienced the effect of architecture in terms of project management, as three of the five influences on the business plan are affected by architecture. 5. Configuration of the project approach through using Life Cycle Configuration. 6. Must have experienced the effect of Organisation Behavioural consulting in terms of its influences on a project. 7. A Project Leader must be able to estimate progressively, which is largely based on experience. 8. Must be able to ensure that each component of the sub-project is performed optimally and within the planned parameters. 9. At least 5 years experience in projects 10. Minimum 2 years experience in project leadership
Industry Experience	<p>Financial Services and/or Banking, Investments, Insurance, etc. Retail Sector – Supply Chain Management, Logistics, Warehousing, Distribution, Retail, Procurement, Cost Modeling, Financial Modeling, etc. Manufacturing</p>
Location	<p>Head Office based in Sandton Will work offsite at Client Sites most of the time. Travelling in SA and Abroad for long term and short term projects from time to time – passport a must</p>
Education	<ul style="list-style-type: none"> • Matric / Grade 12 or equivalent essential • 3 years tertiary education (degree/diploma) essential • Project Management exposure is compulsory
General	<p>Infomet Methodology – Training will be provided Must be able to work long hours under a tremendous amount of pressure.</p>
Ideal Candidates	<p>Candidates with an Engineering (Business / Chemical / Other) and Mathematical background</p>
References	<p>References from the last 3 projects are compulsory and will definitely be verified</p>
More Information	<p>Refer to the detailed adverts at www.infomet.com</p>
Enquiries & Applications Email Address	<p>Please forward all CV's and/or enquiries to consulting@infomet.com</p>
Applications: Closing Date	<p>Not specified</p>
Publishing date	<p>Immediately</p>