

Junior Project Manager – Job Description

Role Overview

The Junior Project Manager is responsible for supporting the successful delivery of programs and projects within agreed scope, schedule, cost, and quality parameters. This role contributes to risk management, coordination of deliverables, and maintaining clear communication among stakeholders.

Key Responsibilities

- Deliver programs and projects within schedule, scope, budget, and resource expectations.
- Identify key technical and project risks, and support the implementation of mitigation actions.
- Maintain customer focus and coordinate stakeholders to achieve successful outcomes.
- Conduct regular status meetings and assist with business reviews.
- Track and manage third-party deliverables for assigned projects.
- Promote and support the use of appropriate tools, processes, and methodologies within the project team.

Required Qualifications and Skills

- Bachelor's degree in Information Technology, Computer Science, or a related technical field.
- Excellent written and verbal communication skills in English.
- Strong analytical and problem-solving abilities.
- Demonstrated ability to take initiative and deliver results with minimal supervision.
- Exceptional organizational and multitasking skills.
- Proven leadership or coordination experience in academic or professional settings.
- Ability to work effectively in a fast-paced and globally distributed environment.
- Willingness to travel internationally for meetings or project-related activities.

Desired Personal Attributes

- Self-motivated, result-oriented, and accountable.
- Passion for technology and continuous learning.
- Effective team player with high interpersonal awareness.
- Adaptable and respectful in a multicultural environment.
- Professional demeanor and integrity in all interactions.