

POSITION DESCRIPTION

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|---------------------|------------------------|--------------------|-----------------|
| Title: | Junior Project Manager | Location: | Abu Dhabi |
| Department: | eMPO | Reports to: | Project Manager |
| Salary: | Salary package | Band: | 3 |
| Prepared by: | CAO | Date: | July 2020 |

Overall Purpose:

The Junior Project Manager will work alongside specialist project managers to ensure the completion of the defined scope of the projects to the required level of quality, within time scale and budget. The Junior Project Manager will be accountable for project reporting, participating in project review, assurance and will follow ePMO best practices.

Roles and Responsibilities

The role and responsibilities of the Junior Project Manager are:

- Support Project Manager's delivery of projects
- Record and track work functional requirements
- Record and track training requirements
- Organize meetings and provide administrative support, including reports, presentations, agendas and other meeting materials
- Record meeting minutes accurately and follow up on action items
- Collate data and provide appropriate analytics
- Produce a variety of documents, reports, proposals or literature for projects
- Produce, coordinate, track, distribute, and maintain routine and ad-hoc Reports, files and documentation
- Organize and maintain project electronic files and databases
- Communicate relevant project information effectively and accurately to the relevant stakeholders and the project team
- Prepare project correspondence, reports, and high quality presentations
- Coordinate project activities, resources, equipment and information
- Maintain department files, records, software programs and databases, etc. in an organized manner with the appropriate safeguarding of confidential or proprietary information
- Perform other duties as required

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- Bachelor degree in Project Management or any relevant field of specialty
- 1 to 3 years of work experience in Project Management
- Proficiency with MS Office applications (Excel, Word, PowerPoint, Access)
- Good organizational skills and good attention to details
- Effective communication skills both verbally and in writing
- Effective analytical and problem-solving skills
- Ability to multi task effectively
- Ability to interact with colleagues across all levels of the organization and to work effectively and collaboratively in a cross functional environment
- Demonstrate ability to work in a fast pace multicultural environment and manage to prioritize demands

Chief Administrative Officer

Change Brief

| Version No. | Date | Changes |
|-------------|-------------|--|
| Version 1.0 | June 2016 | New PD |
| Version 2.0 | August 2020 | Due to review, Title changes ,Band Change ,Department change |
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Review & Approval:

(Enter final approver title here)