



## Project Manager

- **Vacancy for:** 1
- **Posted on:** Nov. 29, 2017
- **Deadline:** Dec. 25, 2017, 11:55 p.m.

### Basic Job Information

Job Category	: IT & Telecommunication > Project Manager (IT System)
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Putalisadak, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 50,000 - 75,000 Monthly

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### Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than 3 years
Professional Skill Required	: Team Lead, Project Management, It Project Implementation, It, Communication

### Other Specification

- Outstanding grasp of information technology concepts and processes. Demonstrated aptitude for effective leadership of staff.
- Bachelor's Degree in Computer Science, Information Technology or related field required. MBA preferred.
- Able to clearly communicate technical concepts to both technical and non-technical audiences

### Professional Requirements:

- Ability to interact with and influence multiple projects.
  - Driven and motivated by results
  - Passionate about project projection
  - Strong presenter and negotiator
  - Excellent written and verbal communication skills
  - Organized with good attention to detail
  - A self-starter who can spot new opportunities
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### Job Description

#### Role

The Project Manager (PM) manages and oversees all aspects of a technology project to ensure it is completed on-time and within budget. Has overall responsibility for managing scope, cost, schedule, internal staffing and outside vendors, and contractual deliverable. Prepares reports for upper management regarding status of project. Possesses strong knowledge of technology. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work.

### Job Responsibilities:

- Manage and coordinate project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities
- Manage day-to-day project implementation and overall coordination of project outcomes
- Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals
- Identify any support and advice required for the management, planning and control of the Project
- Coordinate with multiple stakeholders (partners, clients, staff) to ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems
- Prepare weekly/ monthly reports on key project activities, issues and required action plans

- Participate in the transparent and competitive selection, recruitment, supervision and mentoring of respective project staff. Ensure efficient HR management, conduct regular performance appraisal exercises for Project staff
- Ensure proper horizontal coordination and professional relationships with relevant national and international partner agencies and stakeholders

**TO APPLY:**

Interested candidates can email their CV along with a letter of interest to [careers@cas.com.np](mailto:careers@cas.com.np). Please mention the position in the subject line. Only shortlisted candidates will be notified.

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/project-manager-171/>

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