BALWIN PROPERTIES
CAREER OPPORTUNITY

🌿 Project Manager - Information Technology

QUALIFICATIONS & EXPERIENCE REQUIRED

🌿 Btech and/or IT Degree, Project Management (Prince 2, Scrum, Agile)

🌿 5+ Years Working Experience

🌿 Experience Type : IT, Project Management, Software Engineering, Change Management, Business Analysis

Position Type:	**Permanent**
Job Role:	**Senior IT Project Engineer**
Location:	**105 Corlett Driven, Melrose Sandton**
Benefits:	**Provident Fund / Medical Cover**
Joining Date:	**As soon as possible**

SKILLS REQUIREMENTS

🌿 Ability to lead change and good understanding of change management tools and processes

🌿 Lead and direct team, manage resources and drive delivery.

🌿 Strong communication skills - ability to build strong relationships.

🌿 Accurate reporting and risk management.

🌿 Accurate assessment of budget costs and project timelines.

🌿 Good understanding of technology, software development and coding, IT project management and implementation.

DUTIES AND RESPONSIBILITIES

🌿 Responsible for planning and coordinating technical engineering initiatives to ensure projects are completed within budget and timeframes.

🌿 Manage and ensure high quality project standards by researching compliance regulations, developing project implementation plans and adjusting specifications for elements of a project.

🌿 Manage the planning and processes of projects and delegate responsibilities to ensure the projects is completed efficiently and successfully.

🌿 Conduct regular meetings with clients to ensure clarification and meet specific requirements in a timely manner.

🌿 Delegate tasks to team members according to their individual skill sets, experience and abilities to ensure efficient completion of the project.

🌿 Maintain budgets and make adjustments according to needs as they arise.

🌿 Track performance and analyze the completion of key goals.

🌿 Document and report project progress to stakeholders and clients.

🌿 Effectively manage the change process through well desgiend change management processes.

🌿 Collaborating effectively with various divisions to ensure that changes are managed and implemented smoothly. Assisting with any issues and troubleshooting where required.

🌿 Effectively communicating with all stakeholders to be alert to any risks and changes that may impact the project timelines. Making the necessary adjustments to cater for any changes.

🌿 Regular and timely reporting on progress and having regular stand-up sessions with team to evaluate project deliverables and updating the project plan accordingly.

SKILLS AND TRAITS

🌿 Deadline driven

🌿 Good communication skills

🌿 Ability to work well under pressure

🌿 Ability to work on multiple tasks

🌿 Excellent time management

🌿 Reliable and dependable

🌿 Work in a structured and orderly fashion

🌿 Excellent and planning and organising

🌿 Strong attention to detail

Creative and good eye for design

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to **careers@balwin.co.za**

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