JOB DESCRIPTION
PROJECT MANAGER - IT

MTC Consultancy is searching for an adaptable, team player, with a high level of information technology management and communication skills (writing, listening and oral), to join our office on a contract, as an independent consultant, working remotely, and part-time in **Information Technology Project Manager role** focusing on planning, initiating, and managing information technology (IT) projects using Scrum or agile methods including assembling and leading the project team and spanning of authority to project personnel.

About the Company

MTC Consultancy is principally focused on providing services in management consulting supplying business and digital solutions, advising, and supporting entrepreneurs from a range of sectors. MTC Consultancy is on a mission to assist service based small to medium size enterprises in different business stages, to tackle complex issues and deliver sustainable value. We are helping SMEs create, improve, use strategic business tools to focus on scale-up priorities and growth strategies.

Position
Project manager: Information Technology

Brief description

The position of IT project manager consists of planning, initiating, and managing information technology (IT) projects using Scrum or agile methods. It also consists of leading and guiding / following the work of development and technical staff, serving as the liaison between business and technical aspects of projects, planning project stages or the roadmap and assessing business implications for each stage, and monitoring progress to assure deadlines, standards, and cost targets are met. The project manager is responsible for planning the blueprints for projects including defining the scope, allocating resources, setting deadlines, laying out communication strategies, and indicating tests and maintenance schedules. Contributes to the planning phase of QA projects by working with the project team to gain a thorough understanding of the project objectives and steps that area priority.

Tasks

- Develop and manage work breakdown structure (WBS) of information technology projects.
- Develop implementation plans that include analyses such as cost-benefit or return on investment (ROI); Prepare project business cases.
- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
- Assign duties, responsibilities, and spans of authority to project personnel.
- Coordinate recruitment or selection of project personnel.
- Develop and manage annual budgets for information technology projects.
- Enforce compliance to project management best practices, using methodologies such as RUP, Agile and tools such as Project management software and PLM collaboration systems.
- Establish and execute a project communication plan.
- Manage project execution to ensure adherence to budget, schedule, and scope.
- Prepare project status reports by collecting, analyzing, and summarizing information and trends.

Qualifications and requirements

- A bachelor's degree in a computer-related field or equivalent;
- Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
- Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Ability to monitor or assess the performance of yourself, other individuals, or the organization to make improvements or take corrective action.

Competencies (in order of importance)

- Dependability — Job requires being reliable, responsible, and dependable in fulfilling obligations.
- Integrity — Job requires being honest and ethical.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

- Attention to Detail — Job requires being careful about detail and thorough in completing tasks.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Lines of communication

- This is a senior-level role position in our management consulting firm.
- This position, within the hierarchy of the organization, works closely with the Principal Consultant of Integrated Services and The Technical Advisor - Architecture.
- This position reports directly to the Managing Partner and the Information Technology Partner.

Working conditions

Remote work – Contract
Please Note: This role requires in-person team meetings.

Remuneration/Job Rate
To be discussed at the interview.

Start Date:
Job starts between May2023-Jul2023 (TBC)