



## JOB DESCRIPTION

<b>Position Title:</b> Project Manager	<b>Department/Section:</b> Professional Services
<b>Primary Responsibilities/Accountabilities</b>	
<ol style="list-style-type: none"> <li>1. Conduct resource planning, allocation and co-ordination activities</li> <li>2. Develop Statement of Work/Project Plan</li> <li>3. Prepare project plan, scope definition, statement of work</li> <li>4. Execute project work plans and revise as appropriate to meet changing needs and requirements</li> <li>5. Manage day-to-day operational aspects of a project and scope</li> <li>6. Effectively apply digi data's methodology and enforces project standards</li> <li>7. Communicate and follow up with customers as necessary(e.g. submit status reports)</li> <li>8. Prepare for engagement reviews and quality assurance procedures</li> <li>9. Ensure project documents are complete, current, and stored appropriately</li> <li>10. Audit, track project progress including times and costs and report team hours and expenses</li> <li>11. Ensure timely and accurate invoicing, and monitors receivables for project</li> </ol>	
<b>Skills &amp; Competencies</b>	
<b>Education</b>	University Degree
<b>Experience</b>	A minimum of 2-3 years in a Supervisory Position and 3-6 years Project Management Experience or a combination of both
<b>Specific Training or Certification</b>	Certificate in Project Management PMP Certification (Preferred)