

Assistant Manager Monitoring

Job
Position Title: Assistant Manager Monitoring
Reports to: General Manager Monitoring
Department: Monitoring
Direct Reports: Manager Monitoring
Position Grade: III
Advertisement Date: 1st December 2024
Last Date to Apply: 17th December 2024
Purpose (Strategic KPIs)
Primary job responsibility will be to assist Project managers in the monitoring of the funded projects and help them in day-to-day activities by providing variance analysis, technical progress reports, visit reports, etc.
Principal Accountabilities (Duties & Responsibilities)
- To assist project managers in carrying out monitoring of funded projects. - To follow up on funded projects ensuring timely submission of progress reports and adherence to project timetables. - To follow up with Principal Investigators/Project Directors for effective and progressive monitoring of all funded projects, with a view to strengthen the performance of these projects. - To generate monitoring reports on the progress of funded projects. - To communicate with Principal Investigators/Project Directors on all matters of the funded projects. - To provide all essential technical/financial information about funded projects to other departments of the organization. - Conduct onsite monitoring of funded projects. - Any other task assigned by management from time to time.
Knowledge, Qualification, Skills, and Experience
- Should have Bachelor’s degree in Telecom/Electronics/Electrical/ Computer Systems Engineering or Computer Sciences, Information Technology, Engineering Management, or equivalent. - Candidates having an additional degree in business administration or project management would be given a preference. - Should have at least 3 to 5 years of progressive post-qualification work experience in a similar position or equivalent in a dynamic organization.
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