

Assistant Manager Monitoring

Job

Position Title: Assistant Manager Monitoring

Reports To: General Manager Monitoring

Department: Monitoring

Position Grade: III

Direct Reports: Manager Monitoring

Advertisement Date: 3rd April 2024

Last Date to Apply: 24th April 2024

Main Purpose (Role Summary)

- 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)

Key Responsibilities

- To Assist project managers in carrying out monitoring of funded projects. Key job responsibilities include:
- 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.

Qualification & 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 3-5 years of progressive post-qualification work experience in a similar position or equivalent in a dynamic organization.

Knowledge & Skills

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