

THE CEPEP COMPANY LIMITED

JOB DESCRIPTION

JOB TITLE: PROJECT OFFICER	DEPARTMENT: MARKETING AND COMMUNICATIONS
REPORTS TO: SENIOR MARKETING AND COMMUNICATION OFFICER	SECTION:
Job Purpose:	
<p>The Project Officer is responsible for developing, in conjunction with the Project Sponsor, a definition of the project to ensure that the project is delivered on time, within budget and of quality standard (within agreed specifications).</p>	
Key Accountabilities:	
<ul style="list-style-type: none"> • Manage and coordinate assigned projects, including progress, effectiveness, impact and sustainability • Responsible for planning, budgeting, financial management, reporting, partner liaison and networking regarding projects • Present reports defining project progress, problems and solutions • Implement and manage project changes and interventions to achieve project outputs • Supervise the project team • Supervise subcontractors • Monitor the use of project resources • Assist in preparation of training materials and manuals and help to conduct necessary training and workshops at different levels, and when required in the process of implementation of the projects • Draft coordinated plans with the teams of various units to support the implementation of the project in a timely manner • Other duties as assigned by his/her manager 	

Qualifications and Experience:

- Bachelor's degree in a relevant discipline e.g., Urban Planning, Public Administration or Engineering or related field
- Minimum of 3+ years of work experience related to development programmes and/or projects with national/international agencies
- Experience in Project Management will be an asset
- Experience in community-based projects/activities will be an advantage
- Any other combination of qualifications and experience will be an asset

Competencies Required:

- Strong computer skills, which includes proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Excellent Customer Service skills
- Ability to develop and maintain partnerships
- Ability to communicate effectively, both in writing and verbally
- Ability to multitask and prioritize many different projects
- Strong analytical and practical problem-solving skills