

Job Category – Project Management (ICT)

Competency Level – Practitioner

General Job Descriptions:

1. Coordinate the preparation of internal and external reports by gathering, analyzing and summarizing data and information from various sources.
2. Prepare materials for management reports.
3. Evaluate and monitor the performance and efficiency of project or program to ensure that the target dates are met.
4. Develop, design and establish reporting standards within the IT organization.
5. Work on overall project planning through reporting on project schedules and deliverables.
6. Provide support to the Project Manager in planning, managing and monitoring major projects from concepts to implementation.
7. Assist in the preparation of project or program budgets.
8. Assist in the preparation of a variety of reports covering budget status and forecast reports, etc.
9. Assist the Project Manager in duties as assigned.

Suggested Title:

Assistant Manager, IT Projects

Relevant titles in the industry :

- IT Project Analyst
- IT Project Executive
- IT Project Administrator