

Division: Capital Project Group
Department: Enterprise Portfolio Management Office
Location: Accra
Position: Coordinator, Technical Projects
Level: 2
Reports to: *Manager, Portfolio Management*

Job Summary:

Coordinate and monitor performance and results of Technical Projects against project constraints and ensuring alignment to business plans and BRIGHT strategy.

Job Role

- Supports strategy formulation, Scope definition, milestone and performance measures for Technical Projects.
- Coordinate alignment and integration of the cross-functional areas required to facilitate project initiation, management, close and financial and benefits tracking through participation in portfolio governance structures and PPMO defined practices
- Monitors performance to indicate performance to delivery plan and achievement of related objectives and KPIs against the BRIGHT dashboard
- Monitors and proactively advises on business and project risk evaluation and mitigation measures, in conjunction with the risk and compliance function
- Work with Line Manager to plan and implement stakeholder engagement/interaction with Project Owners and Project Managers responsible for Technical Projects.
- Supports proper recording, tracking and maintenance of all Technical Project's documents.
- Liaise with Project Managers to track Vendor performance.
- Identify inadequacies in processes and project outcomes.
- Provide reports on specifications, project and process changes.
- Liaise with Business Risk Management function for timely resolutions of audit recommendations.

Education

- Minimum of a Degree in Business Administration/Management or Engineering

Experience

- Minimum of 3 relevant years of experience in a Project Management environment.

Knowledge & Technical Competencies:

- Highly experienced in MS Office Tools (e.g. Excel, PowerPoint, Word, Microsoft Project, Visio)
- Adequate Knowledge of Project Management tools and techniques
- Adequate Knowledge of Business Analysis
- Adequate Knowledge of Reporting & Assurance
- Adequate Knowledge of Stakeholder Management
- Adequate Knowledge of Communication & negotiation

- Adequate Knowledge of Contract Management
- Adequate Knowledge of Data gathering and consolidation
- Adequate Knowledge of Data tools and analytics
- Adequate Knowledge of Risk Management
- Basic Knowledge of Program Portfolio Management
- Basic Knowledge in GSM Network elements
- Basic Knowledge of Supply Chain Management
- Basic Knowledge of Financial Management
- Basic Knowledge of Budgeting and Cost Control

Skills / physical competencies:

- Ability to manage conflict.
- Ability to focus on priorities and plans, manages and monitors work effectively
- Good written and verbal communication, presentation Skills,
- Analytical thinking and Problem-solving abilities.
- Ability to handle issues with tact and diplomacy
- Ability to manage own time and workload and juggle conflicting priorities
- Professional approach to work
- Ability to facilitate effective cross functional meetings.
- Good facilitation and Consultancy skills

Behavioural qualities:

Must live the **MTN Values** of

- Can Do; Integrity; leadership; Innovation; Relationships

Must Live the **MTN Vital Behaviours** of;

Complete Candor, Complete Accountability, Active Collaboration and Get it Done

How to Apply

Interested and qualified applicants should send their Curriculum Vitae **by 10th February 2020** to:

Email: MTNGhanaRecruitment@mtn.com

Kindly indicate the Position in the email subject and note that only shortlisted applicants will be contacted. **'No late submissions will be considered'**