

## JOB POSTING REQUEST FORM

## **JOB DETAILS**

Reference #

Company Name

Industry

Vacancy

Number of vacancies for that position

Job Type (FT, PT, Contractual, Seasonal)

Major(s)

Degree

Years of Experience

Location

**Remuneration & Benefits** 

Currency (LBP, Dollar, Lollar)

Tasks & Responsibilities

CP-409-2022

**Quality Telecom Service SAL** 

**ICT** 

IT Project Manager

1 to work on site in Europe

2 years subject to renewal

Computer Science o IT

Bachelor

3 years

Europe

TBD

**US Dollar or Euro** 

The IT Project Manager is responsible for overseeing all aspects of the IT project, which includes managing a team of employees to ensure projects are completed on time and within their specified budgets.

- Setting project goals and coming up with plans to meet those goals
  - Maintaining project timeframes, budgeting estimates and status reports
  - Managing resources for projects, such as computer equipment and employees
  - Coordinating project team members and developing schedules and individual responsibilities
  - Implementing IT strategies that deliver projects on schedule and within budget
  - Using project management tools to track project performance and schedule adherence
  - Conducting risk assessments for projects
  - Organizing meetings to discuss project goals and progress
- Must be PMP or Prince 2 certified .