

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-463-2021
Company Name	OMT
Industry	Financial Services
Vacancy	Project Management Senior Specialist
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business Administration
Degree	Bachelor 's degree ; MBA Degree is preferable ;PMP, PgMP and/or comparable project management certifications are highly preferable
Years of Experience	5-7 years
Location	Head Office - Badaro, Beirut
Application Deadline	N/A
Remuneration & Benefits	Medical & life insurance NSSF Yearly bonus depending on performance Schooling allowance Transportation
Tasks & Responsibilities	<p>Reports to: Senior Commercial & Growth Manager</p> <p>Position Summary: Responsible for organizing and managing business development large-scale projects covering all project management processes, and for conducting projects' researches. Engages with relevant Stakeholders and coordinates efforts to ensure projects' implementation according to the plan and timeline.</p> <p>Primary Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Manages the implementation of OMT corporate & large projects by applying project management techniques, starting from initiation, planning, execution, monitoring & control until closure • Ensures smooth integration of all project management processes • Attends planning kick-off meetings with third parties

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- Plans the project with third parties and coordinates with relevant departments on setting clear timelines upon initiation of the project; makes sure that the project is achievable in terms of time, budget and resources
- Sets project budget and manages allocated resources (budget, reimbursements, distribution, etc...)
- Monitors and controls the project actual expenditures vs. planned
- Coordinates and manages all aspects of assigned projects to ensure timely completion within available budget
- Maintains trustful relationships with third parties and stakeholders by managing projects' expectations and engaging them throughout the project cycle
- Acts as a liaison between OMT and third parties
- Sets and tracks project milestones
- Coordinates closely with departments on projects' implementation, resources allocation, data delivery, timeline, etc...
- Leads projects meetings with Stakeholders and third parties, presents projects updates, reports and achievements

Knowledge, Skills, and Abilities:

Qualifications:

- Bachelor Degree in Business Administration
- MBA Degree is preferable
- PMP, PgMP and/or comparable project management certifications are highly preferable

Technical Skills:

- Proficiency in English and Arabic; French is a plus
- Proficient with Microsoft Office Suite or related software
- Experienced in project management, product management and implementation
- Thorough understanding of project management principles and planning

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• Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry

Overall experience:

- 5-7 years

Key Behavioral Competencies:

- Advanced verbal & written communication skills
- Sound Project/Program Management skills
- Organized with great attention to detail
- Excellent management skills with the ability to lead, facilitate, motivate, and organize
- Ability to adapt to change
- Ability to negotiate and settle differences quickly and peacefully
- Ability to analyze and address needs of users
- Strong leadership capabilities
- Excellent analytical, logical thinking and problem-solving skills
- Excellent presentation skills

Key Interactions:

- External: Business partners, Providers, Vendors
- Internal: All OMT Employees depending on business need