

## **Job Title: Project Manager**

**QUALIFICATIONS:** A minimum of 15 years experience, of which at least twelve years must be specialized. Specialized experience includes: Project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**GENERAL DESCRIPTION:** Serves as the Project Manager, responsible for ensuring the performance and quality of installations, design, engineering, operations or maintenance of on-going projects. Co-ordinates with customer and/or the customer's representatives. Ensures that personnel working on a project are qualified and accomplishing work in accordance with specifications. Develops implements and monitors internal controls to prevent waste, fraud and abuse. Implements, conducts and monitors an effective quality assurance program to ensure the quality of services and products provided on a contract. Develops and implements schedules to ensure that delivery of services and products occurs in accordance with the contract. Accomplishes inspections and provides reports as required. Is delegated full authority to act on behalf of the contractor on all contract matters relating to daily operations of the contract. Supervises a variety of personnel engaged in the project effort.