

## **Project Manager**

### **Consulting & Technology Services**

#### **Brief Description**

FITS Digital is seeking to hire an experienced Project Manager with a PMP (Project Management Professional) certification to join our team in UAE (Dubai\Abu Dhabi). As a Senior Project Manager, you will be in charge of overseeing the successful initiating, planning, execution, monitoring and controlling and closing of complex and large-scale projects within our organization.

To be successful as a Project Manager, you will need to be able to work on deadlines, be competent in using Microsoft Office applications such as Word, Excel and Project, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (5) years of relevant experience is required for consideration.

The ideal candidate would come from a consulting firm, Systems Integrator (SI) or Independent consulting and digital transformation vendor background and have extensive experience in working on medium to enterprise technology & consulting projects while seamlessly managing and communicating with internal and external stakeholders at all levels.

#### **Main Functions and Responsibilities**

- Define project objectives, scope, and success criteria in collaboration with key stakeholders
- Develop comprehensive project plans, including work breakdown structure, milestones, deliverables, and resource allocation.
- Develop project management plans & documents; such as; project charter, quality management plan, risk and issue management plan, stakeholder management plan, stakeholder register, risk register, issues list, etc.
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Conduct thorough risk assessments and develop risk management strategies to mitigate potential issues and ensure project success.
- Monitor project progress, track key performance indicators, and report project status & progress to stakeholders and senior management.
- Manage project budgets, resource utilization, and expenditures, ensuring financial objectives are met.
- Facilitate project-related meetings, workshops, and presentations, fostering effective communication and decision-making.
- Implement project management best practices, methodologies, and tools, ensuring adherence to quality standards.
- Hands-on and experience in using different implementation approaches such as Waterfall, Agile, hybrid, etc.
- Collaborate with internal and external stakeholders to identify and resolve project dependencies, conflicts, and issues.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes and managing change requests by assessing the impact of the change on the schedule, cost, quality and\or scope
- Ensuring projects adhere to project management frameworks and all documentation is maintained



appropriately for each project.

- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Supervise the implementation of project phases and ensure quality and timely submission of project deliverables and client sign-off for each project phase.
- Ensure project is implemented following set standards and quality management system.
- Ensure sign-off at milestones, direct clients' invoicing by Finance and upon handover of final project.
- Support in collections follow-ups with Finance and Sales.

## **Background and Experience**

- Degree in Computer Science / Engineering or relevant discipline (Business Administration with Project Management focus).
- PMP certification is mandatory
- Cumulative experience of 8+ years, with at least 5+ within similar role.
- In-depth knowledge of project management methodologies, frameworks, and tools (e.g.; SCRUM, Kanban, etc.)
- Proven experience as a Project Manager, successfully delivering complex projects within scope, budget, and schedule
- Diversified experience in different types of projects such as product implementation, enterprise systems, Enterprise Architecture (EA), Business Process Management System (BPMS), robotic process automation, systems integration, etc.
- Excellent presentation and negotiations skills
- Exceptional communication and stakeholder management skills, with the ability to engage and influence at all levels
- Proficient in project management software and tools (e.g.; JIRA, MS Project Plan).
- Additional project management certifications (e.g., Agile, Six Sigma) are a plus