

Projects Manager

Number of Posts: 1

Contract Type: Full Time - Contract

Job description

The company is seeking another capable and highly organised person with good communication and project management skills to work with a small team of biologists and engineers planning and coordinating projects primarily for international aquaculture developments, as well as grant-based research and internal projects. A successful candidate will also possess the ability to work with a diverse international team to liaise successfully with granting agencies, clients, and partners.

Synopsis of position offered:

A position has arisen for a suitably qualified person to work on a variety of projects within the Group's diverse portfolio as a to work as a Projects Manager with work including:

- Management of complex design, engineering, and installation projects, during tendering, contracting, start-up, detail design, installation, commissioning, and handover. The management of such projects need to be done within scope, timescale, budget, and quality constraints.
- Management of project risks, Occupational Health & Safety, opportunities, contractual variations and arising issues.
- Internal and external progress monitoring, reporting, and meeting coordination. Team management and mentoring, coordinating, and managing staff at all levels. Regular projects status reporting to senior management.
- Planning, delegation, execution and monitoring of work packages, utilising PM tools and techniques including Gantt charts, WBS, RAID and RACI.
- Acting as the point of contact to Client and stakeholders, managing communication, project documentation, administration, and submission of project deliverables.
- Project budget control (planned vs actual costs) in conjunction with the finance department.
- Contributing to internal PMO meetings, PM process improvement and documenting lessons learned to apply to future projects.
- Regular projects status reporting to senior management.
- Other assignments as directed by the Chief Operations Officer, the CEO or the Board of Directors.

Qualifications Overview:

- Demonstrable Project Management experience with a proven track record delivering complex D&E projects.
- Degree (MQF level 6) qualified in a technical subject, preferably a Project Management recognised qualification, coupled with sufficient technical and hands-on experience.
- Experience of the Aquaculture / Marine Biology industry will be considered an asset, although is not essential.
- Experienced in the use of Project Management software such as MS Project and MS Teams, as well as general proficiency in MS 365 / Office applications.
- Deadline driven and organised, with excellent interpersonal skills.
- Showing a good disposition to work in a dynamic team, with a can-do positive attitude.

- Fluent in the English Language and be an excellent communicator. Knowledge of other languages will be considered an asset, although not essential.
- Must have a clear passport, with no travel restrictions or legal convictions and be in possession of a clean driving license. Must be prepared to travel at short notice as part of international assignments the company is awarded.

Reporting directly to the Head. PMO & Account Management. The position is demanding requiring a person who is highly motivated and self-organised. The selected person must be prepared to work to very tight deadlines in multi-functional projects and in conjunction with a team of multi-disciplinary and international staff based at our head-office based in Malta, as well as staff who are based at project sites.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company that can be extended. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Salary Range

Eur 25,000 – Eur 35,000

Any assistance with accommodation/relocation

To be discussed during the interview

How will the interviews be held

Online

To apply

CVs and a covering email are to be sent by email to eures.recruitment.jobsplus@gov.mt and should be written in English. Please quote the vacancy name and number in your email.