



NAIROBI
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Project Manager Role

Nairobi Jaffery Academy is an international school based in Lavington Nairobi. The school has a population of 750 students from Kindergarten to A-Level and is looking to fill the position of Project Manager.

The successful candidate will oversee a project, specifically a newly started sports programme from end to end including detailed project planning, marketing, resource allocation and management, budgeting, and timely delivery.

Essential Functions

- Define project objectives, scope, roles & responsibilities
- Project mobilization-prepare project schedules, and work plans and allocate resources
- Manage all contracting and procurement required to support active projects and initiatives
- Manage project expenses-develop and implement cost-saving measures
- Work closely with stakeholders to identify and schedule project deliverables and milestones
- Prepare and submit reports and/or updates on project status
- Ensure that all projects are delivered on time, within the scope, and within budget
- Perform risk management to minimize project risks and implement mitigation plans
- Create and maintain comprehensive project documentation
- Coordinate with internal and external parties for the flawless execution of projects
- Monitor and measure project performance to identify areas of improvement
- Periodically provide project updates to various stakeholders on strategy, adjustments, and project progress
- Monitor and control project activities, ensuring the quality and integrity of information
- Manage budget preparation, and maintain budget status to meet guidelines and goals



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Qualifications and skills

- Bachelor's degree in Project management, Business management, or a related field
- Project management professional (PMP) certification is an added advantage
- Ability to simultaneously manage personnel, and complex projects, and meet established deadlines
- Ability to communicate with a diverse group
- Strong familiarity with project management tools, methodologies, and best practices
- Prior project management experience, at least 3 years
- Project planning, risk management, time management, and other project management skills
- Experience managing projects through the full life cycle according to outlined scope, budget, and timeline

To apply email recruitment@jaffery.ac.ke or on before 30th November 2022.

Please note that we may hold interviews as and when applications are received, and this advert may be withdrawn without notice. We therefore encourage you to apply as soon as possible. Applications will only be considered if submitted online and before the closing deadline.

NJA is committed to equality and to valuing diversity as an employer and a provider of education