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# Example of Manager, Project / Task Job Description

Our growing company is looking for a manager, project / task. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, project / task

* Responsible for monitoring of key aspects of the program to ensure performance is within the scope of the performance work statement (PWS)
* Site visits to ensure a high level of performance for and satisfaction of the end user.The TOPM will be based out of Iraq and required to travel frequently to other locations within the middle east
* To develop a business case for submission to the University Executive Board for the necessary financial and/or other support and, subject to approval of the Business Case by the University, develop a project delivery plan for its implementation, managing the operation of project teams as needed, planning, organising and delegating work, monitoring progress and intervening as required
* To investigate, synthesise and analyse information to enable decision-making on the potential benefits, scale and constraints of introducing a student software development arm, including issues of ownership, governance and Intellectual Property Rights
* To network and communicate, orally and in writing, with a wide range of stakeholders within the software profession and the wider business community at a strategic and operational level to gather complex information on the commercial software development market to inform the project work
* To take responsibility for resolving issues independently where they fall within set role objectives, using judgement and creativity to suggest the most appropriate course of action and ensuring complex and conceptual issues and solutions are understood by the audience
* To establish relationships with key contacts to ensure role objectives are meet, developing appropriate communication links with the University’s Schools/Directorates and outside bodies as required
* To plan and coordinate resources and activities, drawing on the skills and expertise of other team members, creating an effective working relationship
* If required, create specific working groups from colleagues across the University and externally to achieve role objectives
* Provide professional advice and guidance on commercial software engineering processes and procedures to internal and external customers that will have institution wide impacts, advising on the impact of developing a software development arm of the National Software Academy on strategic developments and plans

## Qualifications for manager, project / task

* Formulates and reviews task order project plans, ensuring conformity with requirements and standards of learning asset deliverables
* Evaluates training processes, resources and programs to ensure maximum effectiveness
* Significant experience managing and leading multiple IT project teams and engagements IT Services technical staff across several geographically dispersed regions in the US and its territories
* Hands-on experience with an ITSM tool – ticket creation, routing, tracking, resolution, and closure experience trending analyses
* Strong understanding of SLAs/performance metrics, able to trace root cause of non-compliance and identify effective corrective actions
* Excellent verbal and written communications skills required in English and Spanish