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# Example of Project Advisor Job Description

Our company is growing rapidly and is hiring for a project advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project advisor

* Provide regular reporting on work activities
* Conduct training and mentoring in the justice institutions
* Maintain current knowledge of Budget, Human Resource, National Priority Program (NPP), Ministry Strategy, Ministry Policy and other significant documents related to ministry that would be helpful in developing project proposals
* Liaise with the Ministry of Economy, Civil Service Institute, Donors and other agencies as needed
* Particularly assist local national project management and proposal writing advisors with mentoring institutional staff regarding the improvement of management skills and writing of proposals necessary to implement in-house training
* Develop capacity of JSSP local national colleagues to help in transition
* Perform any other duties as assigned by the Section Lead, Technical Director, Deputy Chief of Team-Advisors and Chief of Team
* Developing and managing project plans to ensure execution of key business objectives
* Ensuring all key deliverables on projects are successfully met, working in partnership with internal and external partners (including technology, marketing, product business areas, consultants)
* Perform project analysis, manage risks, identify and influence necessary course corrections

## Qualifications for project advisor

* Familiarity with wireline / wireless telecommunications industry including Public Switched Telecommunications Network and services preferred
* Proven experience of Compute (Servers, OS and Virtualization) & reasonably well versed with Storage technologies and concepts
* Good understanding of state of art technology stack like Restful API, web services, Java Enterprise, ESB, Databases, SOA
* Familiarity with traditional project management (Waterfall methodology) is a plus
* Must be local to the Reston, VA area
* Bachelor's degree or equivalent with a minimum 6 years’ experience in customer service or IT industry experience