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# Example of Project Advisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of project advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project advisor

* Develops and/or reviews planning documents
* Performs peer review of plans, specification, and technical reports prepared by others
* Identifies a variety of alternatives for meeting current and anticipated project requirement and advises the Facility Manager on how to meet project needs from the availability of contractors and their expertise to the employable use of local assets, USG or contract
* Develops detailed written assessments of the effectiveness of Facilities projects
* Works closely with the key stakeholders in planning complex, high priority special projects involving Facilities
* Provides technical guidance and advice to employees assigned to Facilities areas
* Responsible for communication/coordination between Contractors on critical interfaces
* May Provide interface activity reporting and feedback to Interface and Execution Manager
* Primary contact with Contractors’ organizations is through Contractors’ Interface Managers
* Liaises with other Project Interface Advisors as required to manage interfaces

## Qualifications for project advisor

* Proactively providing coaching and mentoring to individuals and teams for Project Management best practices, continuous process improvement and customer satisfaction initiatives
* 5+ years of IT Project Management experience demonstrated by a proven track record of success in multiple complex projects and/or programs
* Demonstrate ability to work collaboratively with other Offering Delivery teams to meet on-boarding schedules
* Experience with finance reporting, accounting and analysis processes is a plus
* At least 5 years relevant work experience in the management/oversight of projects
* Proven experience in managing project financed by GEF-Land Degradation and/or Sustainable Forest Management Fund