



# Example of Project Management Leader Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of project management leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project management leader

- Coordinate the inputs of and work alongside all other national and international PPG consultants to ensure the timely drafting of all required project documentation and reports (including preparing the full PRODOC, together with the CEO Endorsement request, Tracking Tools, Social and Environmental screening, and Letters of Co-financing) for submission to the GEF, strictly adhering to agreed deadlines and ensuring quality control
- Finalize the Project Results Framework, Replication plan, Adaptive Management Plan and Sustainability Plan
- Define the schedule, the multi-year Work Plan and budget for the project detailing all expected activities
- Ensure thorough completion of the SESP and Gender Assessment
- Prepare an indicative Procurement Plan, which will be confirmed by the Country Office, and facilitate consultations with all relevant stakeholders with regard to the proposal in order to finalise a detailed budget, prepare detailed TORs for all project staff, and set out detailed activity and work plan in line with GEF eligibility principles
- Conduct detailed stakeholder consultations and analysis, including government agencies, NGOs, the private sector and civil society, to identify key players and ensure inclusive consultation
- Clarify the additionality of the proposed outcomes and activities, and ensure

- Work closely with the Country Office to select an indicator for one of the outcomes of the IRRF
- Provides strong cross-functional team leadership by facilitating events and training on tools such as value stream mapping, Kaizens, 5S, gap analysis
- Be immersed in an extremely dynamic environment & be expected to be able to pivot while staying focused on project deliverables

### **Qualifications for project management leader**

- Must have high degree of initiative and autonomy, but must be able to work collaboratively
- BS, related industry experience, and 3-5 years of experience in continuous improvement work
- Proven experience in leading global continuous improvement and/or change management initiatives
- Very good analysis and synthesis skills
- Experience on institutional capacity assessment or institutional analysis would be an advantage
- Understand of basic project management