



Example of Project Team Leader Job Description

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Our company is looking for a project team leader. 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 team leader

- Support the Manager Projects with communication, planning and forecasting
- Resident Engineer shall be responsible for overall project management and coordination of construction works in Vishakapatnam.
- He shall ensure that all the works are executed as per the bid requirements and specifications
- He shall also be responsible for mobilization/demobilization and scheduling of the of the consultants' team
- He will be responsible for certification of quality of works, submission of monthly, quarterly and completion reports and other reports as per the requirement of Term of Reference
- He shall also assist the client in all the procurement procedures
- Motivating and leading a cross-functional, usually multi-site product development team
- Assuring that the project is tracked and all product and project deliverables (quality, performance, cost, schedule, and revenue) are met within their planned tolerances and as close to target as possible
- Managing the scope, schedule, and budget of the project
- Scheduling and leading meetings to coordinate interdepartmental project activities required to resolve project issues

Qualifications for project team leader

- A thorough understanding of governance challenges in DRC and/or the region
- Technical skills in decentralization, PFM, human rights (particularly relating to women and girls), policy dialogue and implementation, research and political economy analysis (PEA)
- Recent experience leading gender and equity responsive programming strongly preferred
- Ability to hold team and partners accountable for good and timely performance, measurement and reporting of results, and excellent track record of fiduciary risk management
- Excellent communication skills (strong attention to detail is required)