



# Example of Project Team Leader Job Description

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Our growing company is looking to fill the role of 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

- Interfacing with Functional Managers as needed for resource management and performance reviews
- Managing project communications to all stakeholder (project teams, functional managers, internal and external customers, and senior management), including meeting minutes, monthly updates, communications meetings, and phase reviews
- Prepares and delivers project business case and execution recommendations to the Leadership Team (LT) consisting of functional Vice Presidents, President and VP/General Manager
- Leads team in determining scope or specifications trade-offs and conveying decisions to business leaders
- For smaller projects, serves as the owner's lead project engineer to ensure necessary engineering processes are followed, leveraging highly with engineering and contractors
- Drive capital project work processes and practices for \$.5M - \$30MM Project
- Distinguish requests from the underlying true needs
- Carry out a critical review of the Child Project Concept and of PPG tasks, to ensure that all consultants will be producing the needed products for composing the PRODOC and GEF documentation
- As applicable and in line with each consultant's capabilities, the team leader will assign specific short studies as part of other consultant's tasks, studies

- Mobilizing co-financing for the project

## Qualifications for project team leader

- Trouble shooting complex multi-tiered multi-interface solutions
- Must be able to work collaboratively (across time zones and cultural boundaries) and manage a large, diverse consortium of partners and senior-level stakeholders
- Willingness and ability to live, work, and travel in DRC for the Programme's duration
- Must be able to keep an overview on many small tasks
- Knowledge of Agile / Lean ways of working
- At least 3 years experience with project oversight, specifically for Web