

WE'RE RECRUITING...

PROJECT MANAGER

Job Description

We are looking for an experienced Project Manager to manage, plan, organise, monitor and lead the new Project by Hospice Malta – St Michael's Hospice.

Duties and Responsibilities

- Coordinate internal resources and third parties/suppliers for the flawless execution of the project
- Work in a team including the architect, civil, mechanical and electrical engineer and also form part of project committees as required
- Ensure that the project is delivered on time, within scope and within budget
- Develop project scopes and objectives
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress and ensure timelines of project deliverables and deadlines
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Liaise with and advise Hospice Council of Administrators on Project progress

Key Attributes

- Proven work experience as a project manager and solid technical background, with understanding and hands-on experience in construction related projects
- Excellent written and verbal communication skills (preferred languages: Maltese and/or English)
- A good team player able to work with people at all levels
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- An Architecture, Engineering qualification, PMP/PRINCE II certification would be considered as an asset

Whilst experience is considered as one of the key assets, strong character, commitment, motivation, and inspiration will also be considered important attributes.

How to apply

Interested applicants are kindly requested to submit applications together with a detailed Curriculum Vitae and the names of two (2) referees and address it to:

The General Manager
Hospice Malta
39, Good Shepherd Avenue,
Balzan, BZN 1623

Applications may also be sent by email to:
info@hospicemalta.org



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