

TECHNICAL PROJECT MANAGER JOB DESCRIPTION

About IntelliSOFT

[IntelliSOFT Consulting Limited](#) is a Kenyan company wholly locally owned with +15 years of experience in the development, implementation, and use of Information, Communications, and Technology (ICT) in the health sector. We conceptualize and design, develop and implement, support, maintain and enable meaningful use of our solutions in a locally sustainable manner.

About the Position

We are looking for an experienced Technical Project Manager to join our qualified, impact-focused team to support an exciting Health Information Systems project being implemented across several countries in Africa. This position will report to the Senior Programs Manager and work in conjunction with the Department Heads and overall team.

- Type of Engagement: Full-time Engagement
- Position Period: up to 1 year
- Application Deadline: 22nd March 2024

Roles & responsibilities

The Technical Project Manager is primarily responsible for managing and coordinating all aspects of assigned projects. Taking responsibility for the management of all phases of the ICL project management process and the allocated project resources to drive project success by ensuring project goals are achieved within budget, scope and time to the required quality standard. This will entail the following:

1. Maintain and monitor project plans, project schedules, work hours, budgets, and expenditures.
2. Responsible for tracking milestones and adjusting project plans and/or resources to meet the needs of customers.
3. Organize, attend, and participate in stakeholder meetings. This may include travel as required.
4. Ensure timely, accurate, clear, concise, coherent and professional communication is maintained internally and externally with the client
5. Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project.
6. Monitor and report on project metrics, including cost, effort, and scope. Accurately reporting on all work activity; through periodic and on demand narrative reporting on project progress
7. Review and ensure the following are completed within project timelines: test plans, test cases, test scripts, approve functional testing, working with end-users and functional staff.
8. Coordinate integration testing, troubleshooting, user acceptance testing, and training.
9. Plan and coordinate with Business Analysts and Technical Lead

10. Responsible for assembling project plans and teamwork assignments, directing and monitoring work efforts on a daily basis, identifying resource needs, performing quality reviews, and escalating functional, quality, timeline issues appropriately.
11. Early identification of challenges and blockers identifying remedial action and escalating where required to address problems, and keep project progress on track.
12. Ensure timely client invoicing according to project work plan and contract.
13. Coordinate communication with all areas of the enterprise that impact the scope, budget, risk and resources of the work effort being managed.

Qualifications

A minimum of two years of relevant IT Project Management and Health sector experience is preferred.

- Good verbal and written communication skills along with strong facilitation and presentation skills
- Should have strong PC skills
- Ability to work effectively both independently and as part of a team.
- Able to work effectively under pressure
- Flexible and able to multitask on several different aspects of a project or on multiple projects
- Able to produce quality work with strict deadlines

B.S. degree in IT, Computer science, Project Management, or equivalent work experience and professional training in project management such as with the Project Management Professional ([PMP](#)) will be an added advantage.

If you are interested, please attach the following to the [Application form](#)

1. Current CV – should include your specific capabilities within Digital Health/Health Informatics
2. A cover letter that clearly describes your work within similar projects.
3. Academic and professional certificates.

Benefits Provided

We aim to provide benefits that are geared towards having a strong impact on our staff's well-being. The outline below highlights a few of our key benefits:

- Support for continuous professional development.
- Consideration for academic training support.
- Exposure to opportunities to work with leading global digital health experts and organizations such as WHO, USAID, CDC, GIZ, etc.



IntelliSOFT is an Equal Opportunity Employer. We celebrate and support diversity and are committed to providing a work environment that is inclusive and free of discrimination and harassment.