



JOB ADVERTISEMENT

❖ **PROJECTS CONTROL OFFICER**

❖ **JOB SUMMARY:**

Under the supervision of Manager - Projects Control and Information Systems, the officer will be responsible for tracking implementation of LMDA projects using the Earned Value Management System (EVMS). The Activities will include provision of support to LMDA Sections on usage of the EVMS, updating LMDA projects risk status, consolidating LMDA projects work-plans and reporting, following the LMDA policies and guidelines.

❖ **KEY PERFORMANCE AREAS:**

KPA 1: Provide EVMS support to end users.

KPA 2: Update LMDA projects risk status.

KPA 3: Update consolidated work-plans.

KPA 4: Provide reporting on projects control activities.

SUPERVISORY RESPONSIBILITIES:

Not Applicable

❖ **EDUCATION and/or EXPERIENCE:**

- A Bachelor's degree in Project Management or equivalent
- A minimum of 3 years' working experience as Project Management Professional.

❖ **COMPUTER SKILLS:**

- To perform this job successfully, an individual should have knowledge on use of the internet, project management software, spreadsheet software and word processing software.

❖ **CERTIFICATES, LICENSES, REGISTRATIONS:**

- The incumbent must have at least two (2) years Code B Valid Driver's Licence
Project Management Certification is an added advantage.

Interested candidates should submit their application letters together with CVs, certified copies of certificates and transcripts **electronically** on or before **Friday – 1st October 2021 at 12.00 noon**, to hrapplications@lmda.org.ls and copy_sefalis@lmda.org.ls

Please indicate the position title as e-mail subject. Only shortlisted candidates will be contacted.

LMD reserves the right not to fill any advertised position.