

## **JOB OPPORTUNITY**

### **Project Manager**

The National Assets Management Company (NAMCO) Ltd. is seeking a suitably qualified and experienced candidate to fill the position of **Project Manager**. National Assets Management Company Limited ("NAMCO") is a limited liability company which was incorporated in Antigua and Barbuda in 2016 under the Companies Act, 1995. The Company's main types of business include purchase and acquisition of interests in real property, shares in companies, debentures, and other assets.

#### **Applicants must have:**

1. An Undergraduate Degree in Project Management, Business Development, or related field from a reputable university.
2. A Post Graduate Degree in Project Management, Business Development, or other related field, and/or professional qualification (CAPM, PMP, or other recognised certification) is preferred; and
3. A minimum of ten (10) years' experience at a senior level in project management.

#### ***The ideal candidate is highly driven, self-motivated, results oriented and should have:***

- Knowledge of both theoretical and practical aspects of project management
- Proficiency in project management techniques, tools and software
- Proven record of project management on successful project(s)
- Experience working on multiple projects
- Experience with leading and motivating others to high performance
- Excellent time management and risk management
- Good problem solving and negotiation skills
- Excellent interpersonal and communication skills
- Proficiency in the use of Microsoft Office software.

#### **The key responsibilities will include:**

1. Defining the scope of project(s) in collaboration with the General Manager;
2. Reviewing project proposals and advising the General Manager and the Board of Directors;
3. Creating detailed work plans which identify and sequence the activities needed for successful project completion;
4. Determining the resources required to complete the project(s);

5. Establishing the objectives, targets and indicators against which projects are to be evaluated;
6. Assisting with procuring technical consultants and contractors as required;
7. Overseeing administration of contracts with all technical consultants and contractors;
8. Preparing timely reports on the project for the General Manager and the Board of Directors;
9. Ensuring that all financial records for the project are up to date;
10. Ensuring that project deliverables are on time, within budget, and at the required level of quality.

Please submit applications to [hr@namco.ag](mailto:hr@namco.ag) on or before **Friday 30<sup>th</sup> November 2018.** Only shortlisted applicants will be contacted.