

## Contract Job Opening as Project Manager

Water Watch Penang is an NGO registered with the Registrar of Societies since 1998. Currently, we have a job opening as Project Manager in a project on uplifting the livelihoods of fishermen based in Penang. The person we are looking for would be responsible for planning and overseeing the entire project to ensure various KPIs in the project are completed satisfactorily in a timely fashion and within budget. He/she should plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed throughout the entire project.

The Project Manager we are looking for need to have at least a Bachelor's degree in any field, but preferably in Social Science, Communications, Computer Science or Project Management. Some years of experience in the relevant line of work will be an advantage. The person we are looking for should be proficient in English and Bahasa Malaysia, both written and spoken, IT savvy, can work independently, detail-oriented and have excellent communication skills. Possession of own transport is an added advantage.

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### Job Overview

At Water Watch Penang, we are a leader in our field of water resources and environmental management, NGO work, and work related to local communities. We work mostly in Penang State but will take projects outside Penang if necessary. We are currently seeking to hire a seasoned Project Manager to join our team. If you're a passionate person about environmental conservation, water management and local community livelihood improvement, etc., Water Watch Penang will be a great NGO for you to work with and develop mutually. Don't hesitate to apply.

### Responsibilities for Project Manager

- Determine and define project scope and objectives
- Predict, plan and allocate resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with government officers, private businesses, other NGO workers, vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement

### Qualifications for Project Manager

- Bachelor's degree in social science, communications, computer science, or a related field
- Experience of project management and related experience are added advantages
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline

**PLEASE SEND Brief Resume/CV 1-2 Pages to [nwchan1@gmail.com](mailto:nwchan1@gmail.com) and cc to [info.waterwatchpenang@gmail.com](mailto:info.waterwatchpenang@gmail.com) before 12 October 2020.**