



Job Description

Project Manager

The Project Manager is an executive role in the Institute for Leadership and Public Policy, foreseen within the scope of work of the Executive Office.

The Project Manager manages projects within Institute for Leadership and Public Policy. Project management responsibilities include the coordination and completion of projects on time within budget and within scope.

The duties of the Project Manager, are as follow:

- Implementing activities.
- Cooperation in the three-way communication: accounting – Executive Director – Project Manager.
- The practical realization of decisions.
- Contact with linking parties in project activities.
- Technical maintenance of the office (when something is lacking, furnishing, submitting procuring request to ED, etc).
- Processing task until finalization.
- Maintaining Social Media accounts, SMART.
- Writing project proposals.
- Closing project folders and responsible for documentation.
- Drafting and submitting reports.

