

JOB REQ.#: 2019-QCIC-004

POSTING TITLE: Project Manager, COMPASS INITIATIVE, Centre for Education and Training

HIRING DEPARTMENT: HARTs

TERMS OF EMPLOYMENT: Full Time Regular

REPORTING TO: Manager, HARTs

LOCATION: Mississauga - 50 Burnhamthorpe Road West

START DATE: February 25, 2019

END DATE:

SALARY: 67000.00 - 71000.00, Annual

LENGTH OF (CONTRACT)

BENEFITS: Yes

NO OF POSITIONS: 1

<p>SUMMARY:</p>	<p>The Centre for Education & Training (TCET) is developing a web-based application for newcomers and stakeholders to provide greater access to services to improve service delivery. The Project Manager, Compass Initiative will work closely with Manager, Database Development and Services on this Immigration, Refugees, and Citizenship Canada (IRCC)-funded project. The Project Manager will be responsible for tasks involving but not limited to: gathering project requirements, analysis of research data and communicating results to relevant project stakeholders, developing and managing project plan, acquiring project resources, maintaining project budget and schedule, design, development, testing and initial launch of this web application. The Project Manager will supervise the project team to ensure that all objectives, milestones and results are achieved in accordance with TCET and project funder standards</p>
<p>DUTIES & RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in requirement gathering sessions and joint application development (JAD) sessions <input type="checkbox"/> Develop project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility <input type="checkbox"/> Develop, maintain and track detailed project plan, Business requirement document, Work breakdown structure (WBS), requirement traceability matrix and other project documents as required. <input type="checkbox"/> Acquire project resources including human resources, hardware and software resources. <input type="checkbox"/> Supervise a small team of developers, a designer, database architect etc. including recruitment, payroll, performance appraisals, and professional development <input type="checkbox"/> Lead research, communicate research results to project stakeholders, and design and develop web prototypes for approval with the help of project development team. <input type="checkbox"/> Ensure that all project tasks are delivered on-time, within scope and within budget and in accordance with contract requirements and company policies <input type="checkbox"/> Manage budget, cash flow forecasting and purchasing for the project <input type="checkbox"/> Perform risk management to minimize project risks <input type="checkbox"/> Responsible for complete SDLC and STLC. <input type="checkbox"/> Oversee outreach activities and marketing plans <input type="checkbox"/> Provide narrative and status reports, ongoing follow up and research data analysis results <input type="checkbox"/> Address project inquiries and assist with help desk requests <input type="checkbox"/> Communicate with TCET senior management, IT staff, accounting, HR and operations as needed <input type="checkbox"/> Manage relationships with the client/funder and all stakeholders <input type="checkbox"/> Other duties as required

QUALIFICATIONS:	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant post-secondary education and demonstrated work experience in areas such as project management, business analysis and web application development <input type="checkbox"/> Project management certificate preferred <input type="checkbox"/> Minimum 3 years of project management experience required <input type="checkbox"/> Minimum 2 years supervisory experience required <input type="checkbox"/> Minimum 2 years of business analyst experience preferred <input type="checkbox"/> Experience liaising with business and technical team required <input type="checkbox"/> Hands-on experience of managing schedule, budget, cashflow and tracking expenses <input type="checkbox"/> Leadership skills involving ability to share clear vision and inspire others <input type="checkbox"/> Knowledge of technology platforms and changing trends required <input type="checkbox"/> Proficient in MS Project, Microsoft Office Suite, Internet research and database applications <input type="checkbox"/> Detail oriented with excellent analytical and problem solving skills including the ability to deal with situations where information is difficult to obtain, complex or ambiguous <input type="checkbox"/> A high degree of English language proficiency, both oral and written <input type="checkbox"/> Excellent interpersonal skills, communication and teamwork skills <input type="checkbox"/> High level of flexibility and adaptability <input type="checkbox"/> Access to transportation and ability to travel to meetings within Ontario as required
OTHER DETAILS:	