



### JOB DESCRIPTION

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| <b>Position Title:</b><br>Project Manager (Consultant)  | <b>Reports to:</b><br>Secretary General, PRC   |
| <b>Department:</b><br>Operations Center   | <b>Supervises:</b><br>Consultant, Technical Staff, Admin   |
| <b>Purpose Statement</b>  |  |
| The ERP Project Manager defines scope of the project, sets deadlines, designates responsibilities, and supervises progress for the ERP system. The ERP Project manager must assess and recommend changes to current and future system requirements to meet organizational needs. Additionally, ERP Project Manager leads the implementation of new organizational processes aligned with the ERP configuration. The project manager should have the ability to solve complex problems which arise in the project and responsible for the outcome and finish the project with great quality and on time. |  |
| <b>Key Result Area:</b>   | <b>Duties and Responsibilities:</b>  |
|   | <ul style="list-style-type: none"><li>• Determine and define project scope and objectives</li><li>• Design schedule for the project and set timeline for each member of the team and assign specific task to each members of the project.</li><li>• Predict risk factors and eliminate it for the successful completion of the project.</li><li>• Predict risk factors and eliminate it for the successful completion of the project.</li><li>• End to End management and co-ordination of the project and responsible for the successful completion of the project.</li><li>• ERP project manager coordinates administrative and technical concern and issues with respective offices and make sure smooth working relationship within the project members</li><li>• Submit monthly and quarterly project status report to the Secretary General, American Red Cross and members of the Technical Working Group which indicates accomplishments, challenges encountered and ways to mitigate challenges.</li><li>• Communicates project needs regularly and effectively to direct reports and project sponsors.</li><li>• Submit monthly and quarterly project status</li></ul> |



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|   | <p>report to the Secretary General, American Red Cross and members of the Technical Working Group which indicates accomplishments, challenges encountered and ways to mitigate challenges.</p> <ul style="list-style-type: none"> <li>• Communicates project needs regularly and effectively to direct reports and project sponsors.</li> <li>• Has full authority for personnel actions</li> </ul> |
| <b>JOB SPECIFICATIONS</b>   |   |
| <p><b>Qualifications/Minimum Education:</b></p> <ul style="list-style-type: none"> <li>• Background in Project Management</li> <li>• Must have experience in handling Software Development or Managing a Similar task such as enterprise software deployment</li> <li>• Minimum 5 years' experience in related area as an individual contributor</li> <li>• At least 3 years supervisory experience required</li> <li>• Has good understanding on different business areas and processes</li> <li>• Strong people Skills</li> </ul> |   |
| <p><b>Personal Qualities and Skills:</b></p> <p>An analytical thinker with good problem-solving skills, a successful project officer/manager can multi task in a high volume fast-paced working environment. A team player with level of self-motivation and ability to set and meet goals.</p> <ul style="list-style-type: none"> <li>• Working Aptitude</li> <li>• Good Business behaviour</li> <li>• Compliance with rules &amp; policies</li> </ul>   | <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• 10 years of professional work focusing on project management, with managerial experience</li> <li>• Ability to handle multiple projects in progress,</li> <li>• Experienced with any project management tool, TQM and technical documentation,</li> <li>• Extensive knowledge on the PRC services and processes</li> </ul>  |
| <p><b>Equipment Used:</b> Computer, scanner, printer,</p>   | <p><b>Working Environment:</b> Twice a week Office Based (rest of the week homebased)</p>   |
| <p><b>Key Contacts:</b> AmRC Delegates, IT/HR/Procurement/Finance Manager</p>   |   |
| <p><b>Core Values:</b> Focused, Fast, Friendly, Flexible, and Forward Looking</p>   |   |
| <p>All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the seven fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.</p>  |   |

Position Holder:

Immediate Supervisor's Name:

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Signature over Printed Name and Date

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Signature over Printed Name and Date