

ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A: JOB PROFILE

1. POSITION	
Position title:	Junior Project Manager
Department:	Engineering
Reporting to:	Project and Engineering Manager
Main purpose of this role	<p>Alaris Antennas, a subsidiary of the Alaris Holdings Group, is seeking a talented and motivated individual with leadership skills to join our company as a Junior Project Manager. In this role, you will work with the primary project manager to ensure the completion of company projects. You will be working closely with your team members to ensure that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans. To this end, the junior project manager is responsible for detecting gaps that can be closed by projects, collaborating with coworkers to propose suitable endeavours, and overseeing the allocation of financial and human resources. In so doing, you should adhere to stipulated deadlines.</p> <p>To be successful as a junior project manager, you should be able to track performance across an array of developments. Ultimately, an exceptional junior project manager will harness employees' unique strengths to promote the viability of all projects.</p> <p>About Alaris Antennas: Alaris Antennas, part of the Alaris Holdings Group, is known for its commitment to innovation and excellence. We foster a dynamic and collaborative work environment where creativity and expertise thrive. Join us and contribute to our mission of shaping the future of advanced antenna technologies.</p>
2. REQUIREMENTS	
Minimum education (essential):	Engineering Degree and or Project management qualification
Minimum education (suggested):	
Minimum applicable work experience (years):	3 years
Required nature of applicable experience:	Company engaged in Manufacturing, Defense, Aeronautics, Automotive Telecommunications industries.
Computer literacy (essential):	MS Excel (Expert) MS Word (Expert) MS PowerPoint (Advanced)
Computer literacy (suggested):	Business management Systems like Microsoft Dynamics NAV, Oracle
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> Be a hardworking, driven, initiative-taking, ambitious person who will be able to work independently and accurately to deadlines with initiative and responsibility.

	<ul style="list-style-type: none"> • Excellent oral and written communication and presentational skills. Able to communicate in person and through use of electronic media (MS Teams) • Able to collaborate with people at all levels, internally and externally. • Flexible in approach but rigid in application. • Excellent organizational and time management; strong planner and on time delivery and analytics. • Diligence. • Good people skills; able to work within a Team. • Assertive nature, robust but not abrasive. • Logical thinker. • Elevated levels of initiative and problem solving – solutions focused. • Work independently, with a high degree of responsibility. • Confidentiality – business advisor / professional approach. • Accuracy and accountability. • Excellent Administration – flexible and willing to assist.
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3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS		
<p>Responsibilities</p>		<ul style="list-style-type: none"> ➤ Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules. ➤ Meeting with project team members to identify and resolve issues. ➤ Submitting project deliverables and ensuring that they adhere to quality standards. ➤ Preparing status reports by gathering, analyzing, and summarizing relevant information. ➤ Establishing effective project communication plans and ensuring their execution. ➤ Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget. ➤ Coordinating the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients. ➤ Identifying and developing new opportunities with clients. ➤ Obtaining customer acceptance of project deliverables. ➤ Managing customer satisfaction within the project transition period. ➤ Conducting post-project evaluation and identifying successful and unsuccessful project elements.