

JOB DESCRIPTION

| | |
|--|------------------------|
| Function: Project Management Division | Date: |
| Position: Project Management Director | No. of subordinates: 2 |
| Immediate Supervisor (position): Managing Director | |

POSITION PURPOSE

Oversee the project from initiation to close, making sure the workstreams are accomplished efficiently and satisfactorily. The main purpose of the position is to plan and implement the project process, create a budget, manage a team and communicate with clients / employees/ stakeholders.

MAIN RESPONSIBILITIES

- Determine and define project scope and short-medium time objectives
- Develop and manage a detailed project schedule and work plan
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Track project costs to meet budget
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement
- Work closely with the HR outsourced department to acquire and retain talented employees
- Work closely with Communications experts to establish the fame of the company
- Clarify decision making framework, clarify business priorities and strategy, communicate business issues, provide resources, engender trust, manage relationships, and promote ethical working to secure Corporate Governance (e.g. BoD, GA).
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Supervise all stages of the procurement process through systemic observation and analysis of information
- Select appropriate ICS systems and monitor their smooth operation
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Management of the NSRF (ΕΣΠΑ) OPS system
- Initiate and get involved in Environmental-Social-Corporate Governance management
- Work closely with all departments across the organization

QUALIFICATIONS

- Bachelor's degree in engineering
- Master's degree in engineering, science, project management or business administration
- At least 8 years' experience in relevant energy projects (involving engineering, procurement, production, site construction work / installation and commissioning)
- Proficiency with MS Office (MS Excel, MS Word)
- PMP Certification will be an asset
- Fluency in English

ADDITIONAL QUALIFICATIONS

- Accountability
- Adaptability
- Budget Management
- Clear Communication
- Decisiveness
- Delegation
- Forecasting
- Leadership
- Organization
- Problem Solving
- Strategic Thinking
- Stress Management
- Willing to travel