

## JOB DESCRIPTION

### Junior Project Manager

#### SL / Unit

TC Division

#### Contact Person

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#### Department / Team

Operations Voice & Tools

#### General description/

- Realize change (i.e. organizational, infrastructural and/or application, in- and outsourcing, bids) and manage all relevant knowledge areas, in line with PM book and PMI methodology / bid process and contribute to the formulation of the business case and establish a project planning, in a way that is compliant with customer (internal or external) requirements and leads to realization of projects (category D) in time, budget and in line with quality standards.

#### Accountabilities



- Contribute to business cases and establish a project plan that includes planning, specifications, conditions, costs and project deliverables, arrange resourcing, organize project team in line with customer requirements.
- Monitor and control the project execution in line with the project plan.
- Identify and manage relevant project risks, in line with procedures and guidelines and in cooperation with the steering committee.
- Collect and analyze relevant project-information and provide reporting to customer and TS management.
- Deliver project-results in line with internal and external customer requirements and project planning, ensure transfer to customer organization and evaluate project execution and results in cooperation with the sponsor.
- Define, plan, manage and coordinate assigned projects or processes, lead and coach team members and ensure execution and delivery, to ensure realization of deliverables.

#### Management scope

- Responsibility for project budget up to 200k. EUR according to project category
- Manage different teams of up to 15 people directly.
- Lead in preparing and managing projects / bids in Cat. D.
- Single sponsor relationships. Single stream involved.

#### Requirements

- Education High school degree, University degree

Experience Leading projects min. 1-2 years

- Languages English: min. B2

#### German: Advantage

- Others Project Methodology (PMI, Prince2, other) know how
- Extensive knowledge of Project management: PMI (preferred) or IPMA / Prince Process Groups/Knowledge areas
- Knowledge of ITIL methodology and ICT processes
- Knowledge of ICT (services, infrastructure, enterprise software)
- Good communication, negotiation and presentation skills
- Adaptable/flexible, analytical mind, problem solver, stress resistant, team player

Willing to travel abroad