

Government of Dubai

Executive Council

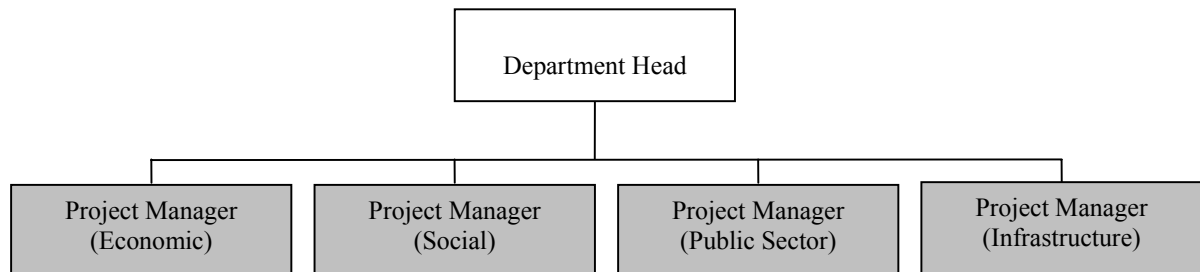
Job Profile for

Project Manager

Job Scope (Overview of job purpose)

Plan and manage the departmental projects, monitor and follow up on special projects being executed by external bodies in order to achieve specific time, cost and quality aspects

Reporting Structure



Key Responsibilities

- Plan and manage projects or support the Department Head in planning and managing key projects for the Department; prepare reports to update management on project progress in order to ensure timely delivery against agreed targets.
- Monitor the performance and delivery of special projects being executed by external bodies, follow up on initiatives and decisions relating to Dubai Govt and public institutions.
- Prepare reports to the management highlighting concerns which may delay / obstruct the implementation process and propose recommendations.
- Analyze and evaluate proposals received for special projects and propose recommendations in order to provide effective decision support to the management.

Candidate Specifications

- *Education:* Degree in sector specific requirement (Economics, Sustainable Dev, public admin)
- *Experience:* 5 - 6 years of project management experience in the relevant sector
- *Languages:* Arabic and English (Fluent, both written and spoken)

