



Job Title: Project Coordinator

Department: Transformation Management Office

Job Summary

Provide support in the management of projects for the group from start to end including initiation, planning, coordinating, implementing, controlling and closure as well as administrative tasks for TMO.

Main Responsibilities

Project Planning

- Gather information on project objectives, scope, stakeholders involved and planning for projects identified for execution during the year
- Prepare project brief for project execution

Project Execution

- Prepare requirements documents as per project scope and approach
- Liaise with external vendors for quotes and proposals
- Liaise with internal teams for tasks execution with emphasis on time and responsibility
- Schedule meetings for project in terms of availability participants, venue, time, agenda and with the required logistics
- Prepare minutes of meeting and circulate to all relevant parties
- Assist in the preparation of test cases, test plan, user procedures and communications material to project stakeholders
- Perform preliminary testing on systems prior to release to users for testing
- Liaise with the respective team /stakeholder for issue resolution and risk mitigation
- Provide assistance to Project Managers in documentation

Project Monitoring

- Collect project status and assisting in consolidating overall project status
- Follow up with relevant parties on project tasks status
- Maintain issue lists and follow up actions
- Prepare project status report for circulation and review in project committees

Project Closure

- Obtain sign off on project or milestone completion
- Collect feedback from project stakeholders on performance and involvement of TMO
- Hand over the project documents to respective team for on-going operations
- Perform post-implementation project follow up

Project Administration

- Prepare templates for project documents
- Prepare and update policies and procedures for TMO
- Perform administrative duties for PMU including requisition for office supplies, invoice processing
- Maintain project documents including classifying, filing and updating on TMO folder
- Assist in setting up required logistics for external consultants working on projects
- Assist TMO in presentation slides to Committee

Job Requirements

- HSC or Diploma in Business, Management or Insurance or Certificate in Project Management
- 3 to 5 years experience in Operations
- Good Knowledge of Project Management areas and Framework.
- Fully conversant with Project Planning Tool – MS Project
- Fully conversant with MS Office Tools, Word, Excel, Powerpoint, Visio, Adobe Acrobat

Interested candidates are requested to send their CV on recruitment@mua.mu

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies