



Job Title: Project Management Unit Coordinator

Department: Project Management Unit

Job Summary

Provide support in the management of projects for the group.

Main Responsibilities

- Gather information on project objectives, scope, stakeholders involved and planning for projects identified for execution during the year.
- Prepare project brief for project execution.
- Prepare required 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.
- 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.
- Obtain sign off on project or milestone completion.
- Collect feedback from project stakeholders on performance and involvement of the Project

Management Unit.

- Hand over the project documents to respective team for on-going operations.
- Perform post-implementation project follow up.
- Prepare and update policies and procedures for the Project Management Unit.
- Perform administrative duties for the Project Management Unit including requisition for office supplies, invoice processing.
- Maintain project documents including classifying, filing and updating folders.
- Assist in setting up required logistics for external consultants working on projects.

Job Requirements

- Diploma in Business or Management Studies
- A minimum of 2 years of relevant experience
- Excellent oral and written communication skills
- Good Interpersonal and Organisational Skills
- Result-oriented and committed to meet deadlines
- Fully conversant with MS Office Tools, Project Planning Tool – MS Project

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.