JOB DESCRIPTION

Designation	Associate Project Manager (TP Career Kickstarter)
School/Department	IT Services Department
Number of Positions	1
Duration	11 months

RESPONSIBILITIES

- Assist in coordinating small projects or tasks, maintaining project plans, and tracking progress.
- Monitor project status, identify issues or delays, and escalate when necessary.
- Support system process reviews, risk identification, and testing of controls and functionalities.
- Prepare and review documentation for clarity and accuracy, ensuring compliance with standards.
- Assist in drafting audit justifications and managing document control, including versioning and storage.
- Provide general administrative support and facilitate communication within the team and across departments
- Schedule meetings, prepare agendas, document minutes and action items, and follow up on completion.

PREREQUISITES

- Qualification in IT, Computer Engineering, Cybersecurity, or related fields.
- Strong analytical skills with attention to detail and accuracy.
- Effective multitasking and time management; able to prioritise and meet deadlines.
- Clear and concise written and verbal communication.
- Proficient in Microsoft Office (Word, Excel, PowerPoint); familiarity with project management tools like Microsoft Project is a plus.