



Job Description

POSITION TITLE:	Project Management Specialist Code: 07.1.1
DEPARTMENT:	Capacity Building, Technical Cooperation & Project Management Unit
REPORTS TO:	Head CBTC&PMU

JOB HIGHLIGHTS

To ensure the efficient coordination and oversight of the practical implementation of the projects and studies set out in APPO's Strategic Plan and its Programmes of Activities, from inception through to their conclusion.

PRINCIPAL RESPONSIBILITIES

1. Participates in the preparation of APPO Secretariat Work Programme ;
2. Assists in monitoring the implementation of the Organization's Work Programme and helps to ensure timely delivery of all project obligations and prepares interim, mid-term, and project completion reports.
3. Supervises joint technical projects among Member Countries and coordinates various international events (conferences, seminars, workshops, meetings).
4. Prepares summary decisions, records of coordinating meetings, progress reports, briefing notes on projects/studies in liaison with Working Groups.
5. Supports with the development of partnerships with universities and research institutions.
6. Assists with the prioritization, coordination, and practical execution of Programmes of activities within the APPO Strategic Plan.
7. Carries out any other tasks assigned by the relevant superiors.

REQUIREMENTS

Qualifications: University degree in Economics, Engineering, Project Management or related sciences;

Experience: minimum of five (5) years post qualification experience in related fields in an international/national or private oil company, or government agency.

TRAINING SPECIALIZATIONS:

- Excellent knowledge of project management and program implementation.
- Good knowledge of petroleum industry is desirable.
- Good knowledge of Project Management IT tools.

NB: Age range is from 35 to 55 years old.