



Job Description

Job Title: Project Manager

Department: CX&S

Reporting to : Senior Project Manager

Location: Lagos

Purpose statement:

The Project Manager is responsible for efficiently managing telecommunications projects encompassing various core and access technologies and products for inq. and its customers. This role focuses on delivering and implementing customer links and networks within defined scope, time, and budget constraints while managing client expectations.

Principal Accountabilities/Objectives:

1. Project Planning and Management:
 - Define clear project objectives, create and defend project budgets, and manage project plans using tools like MS Project.
 - Oversee project implementation schedules and operations teams, including external contractors, ensuring adherence to design parameters, timelines, and budgets.
2. Stakeholder Communication and Reporting:
 - Conduct regular meetings with stakeholders to update on project status and address concerns.
 - Generate comprehensive project reports for customer and internal review, maintaining control over the project implementation process.
3. Financial Oversight and Contract Management:
 - Assist in invoicing according to project milestones and manage equipment orders and vendor/contractor invoices.
 - Support bid document preparation and assist in contract negotiations with external suppliers.
4. Issue Escalation and Quality Assurance:
 - Timely escalation of project issues and performing regular quality inspections to ensure adherence to standards.
 - Assist in minimizing company exposure and risk on projects.

Communications and Work Relationships:

INTERNAL:

- Sales Manager
- Network Operations Manager
- Operations Manager
- Finance Manager
- Network Engineering manager
- Project Team members

EXTERNAL

- Customers
- Suppliers

Knowledge, Skills, Experience and Competency requirements:

Skills

- Strong background in Telecommunications Project Management, organizational management, problem-solving, leadership, and contract negotiation.
- Excellent written and verbal communication skills.

Experience

- BEng/HND in Elect-Elect with PMI or Prince 2 certification preferred.
- Minimum 5 years experience as a Telecom Project Manager, working within a project management framework.
- Experience in satellite and/or wireless networks is advantageous.

Competency

- Proficiency in project planning and execution, resource allocation, and enforcing project standards
- Understanding of financial management principles and identification of business development opportunities.
- Effective communication skills, including difficult/sensitive information handling.
- Technical understanding of Telecommunications, Satellite networks, and IP technology.

Kindly send your application via email to inqngcareers@inq.inc