



<b>Position Title</b>	<b>PROJECT MANAGER</b>
<b>Company</b>	<b>TELEKOM RESEARCH &amp; DEVELOPMENT SDN BHD</b>
<b>Work Place</b>	<b>TM INNOVATION CENTER, CYBERJAYA</b>
<b>Report To</b>	<b>AGM OF PROJECT MANAGEMENT OFFICE</b>
<b>Position Category</b>	<b>MANAGEMENT (BAND 2)</b>
<b>No of Vacancies</b>	<b>01</b>

**Responsibilities:**

**STRATEGIC ROLE**

The role of the Project Manager is to plan, execute, monitor, control and close projects according to strict timeline and within budget. This includes managing resources, activities and coordinating the efforts of project team members, personnel from support functions and third-party contractors in order to deliver projects according to plan.

**JOB'S SPECIFICATIONS**

1. To lead and develop the project staffs in delivering project within stipulated timeline, approved budget and within project objectives. This includes on time escalation to functional management for competency or capacity issue within project resources.
2. To prepare and develop detail project plan together with project team. This includes schedule re-planning across the project duration to cater for issues resolution, scope progressive elaboration or resources.
3. To ensure project satisfy organizational requirements with regards to documentations, reporting methodology and organization processes. This includes reporting back to organization on best practices developed during projects for future organization enhancement.
4. To prepare and protect project budget & cost estimation. This includes monitoring and control of manpower allocation and purchases related to projects.
5. To assess and analyze change request, provide impact assessment and go through company project management committee for approval.

6. To ensure product and project meet project objectives, customer requirements and stakeholder expectations.
7. To continuously assess risk and prepare mitigation plan together with project team members.

**Requirements:**

1. At least 2 years direct/or indirectly work experience in a project management capacity.
2. Proven experience in planning.
3. Familiarity with project management software, such as Microsoft Project.
4. Preferably good knowledge of current TM network infrastructure.
5. Conceptual understanding of hardware and/or software development.
6. Experience at working both independently and in a team-oriented, collaborative environment is essential.
7. Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
8. Ability to bring project to successful completion through political sensitivity.
9. Good written and oral communication skills in English are mandatory.
10. Strong interpersonal skills.
11. Adapt at conducting root cause analysis for project-related issues.

12. Must be able to be a fast learner, understand, and apply new technologies.

13. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.