



## SIMBAZ GROUP LIMITED

[www.simbazgroup.com](http://www.simbazgroup.com)

### Position/ Job Title: Project Manager

We are looking for an experienced and driven Project Manager to join our team. In this role, you will be responsible for managing projects from initiation to completion, ensuring they are delivered on time, within scope, and on budget. If you have strong leadership skills, excellent problem-solving abilities, and experience in project management, we'd love to hear from you!

#### Key Responsibilities:

- Lead and manage project teams, ensuring all project objectives are met.
- Develop detailed project plans, including timelines, budgets, resources, and risk management strategies.
- Coordinate with stakeholders, including clients, vendors, and internal teams, to ensure seamless communication and collaboration.
- Monitor and track project progress, adjusting as necessary to stay on schedule.
- Prepare and deliver regular status reports and presentations to senior management and clients.
- Ensure that all project deliverables meet quality standards and client expectations.
- Oversee project documentation, contracts, and other administrative tasks.

#### Key Requirements:

- Education: Bachelor's degree in project management, Business Administration, or a related field.
- Proven ability to manage complex projects across multiple stakeholders.
- Attention to detail