**Ministry of Digital Economy**

Project Management Unit (PMU)

**Job Descriptions**

1. **Title: Project Review Analyst**  2 Vacancies
2. **Introduction:** A Project Review Analyst evaluates the progress and outcomes of ongoing projects, ensuring they align with organizational goals, timelines, and budgets. They analyze project data, identify risks, and provide actionable insights to improve performance. The role involves preparing reports for stakeholders and recommending improvements based on project performance. They collaborate with project managers and teams to ensure continuous alignment and successful project delivery.
3. **Duration**: 6 months service contract
4. **Job Descriptions :**

**1. Project Review Analyst**

| Position | Project Review Analyst |
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| Location | Ministry of Digital Economy (MoDE) |
| Reporting to | Head of PMU |
| Objective | The Project Review Analyst will assess the performance of ongoing projects, ensuring they meet organizational objectives, timelines, and budgets. They will analyze project data, provide recommendations for improvements, and collaborate with stakeholders to implement changes. The goal is to ensure that all projects are delivered successfully and in alignment with MoDE's strategic goals. |

| Key Responsibilities | **(i) Project Performance Evaluation**<br>● Regularly review the progress of ongoing projects, comparing actual performance against planned goals, timelines, and budgets.<br>● Analyze project data to track milestones, timelines, and deliverables.<br>● Identify any variances or issues in project performance and provide early warnings for potential risks.<br>**(ii) Risk Analysis and Mitigation**<br>● Identify risks, challenges, and barriers to project success and recommend mitigation strategies.<br>● Collaborate with project managers to assess risk severity and develop actionable solutions.<br>**(iii) Reporting and Documentation**<br>● Prepare detailed reports on project performance for senior management, stakeholders, and other relevant parties.<br>● Provide insights into project progress, budget status, timeline adherence, and risk factors.<br>● Offer recommendations for process improvements or adjustments based on data analysis.<br>**(iv) Collaboration with Project Managers**<br>● Work closely with project managers to discuss findings and collaborate on improving project outcomes.<br>● Ensure that all project data and reports are accurately captured and communicated to the appropriate teams.<br>**(v) Continuous Improvement**<br>● Recommend improvements to project management processes based on performance reviews.<br>● Identify areas for efficiency improvements, resource optimization, and risk management. |
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| **Qualifications and Experience** | **Experience:**<br>● Minimum of 3-5 years of experience in project management, project analysis, or a related field.<br>● Experience in digital transformation or government projects is a plus.<br>**Knowledge:**<br>● Strong understanding of project management methodologies (e.g., Agile, Waterfall).<br>● Familiarity with budgeting, timeline management, and risk assessment techniques.<br>● Knowledge of national digitalization goals and priorities. |
| **Technical Skills** | ● Proficiency in MS Office Suite (Word, Excel, PowerPoint), especially Excel for data analysis and reporting.<br>● Experience with project management software (e.g., MS Project, Jira, Trello) is an advantage.<br>● Ability to analyze project data and create clear, actionable reports.. |
| **Non-Technical Skills** | ● Strong analytical and problem-solving skills.<br>● Excellent communication (written and verbal) and interpersonal skills.<br>● Ability to work independently and collaborate with cross-functional teams.<br>● Detail-oriented with excellent organizational and time-management skills. |

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| | ● Ability to work under pressure and meet deadlines. |
| **Educational Requirements** | ● Bachelor's degree in Business Administration, Project Management, Information Technology, or a related field. |
| **Certifications (Optional)** | ● Project Management Professional (PMP) or similar project management certifications.<br>● Certified Scrum Master (CSM) or Certified Associate in Project Management (CAPM) is a plus. |