

# Program Manager Job Description

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## **Duties and Responsibilities:**

- Participate actively in the planning and designing of programs, and also in monitoring their progress
- Develop back-up/recovery plans in the case of unplanned set-backs in project delivery
- Facilitate and ensure effective communication amongst functional bodies/representatives, that is, between top management team and individual project managers, and also make sure that the information/directives being passed down are diligently carried out
- Oversee the facilitating and delegation of individuals to different project teams
- Make sure that there is effective allocation of common resources amongst the individual projects under the program
- Manage the dependency of individual projects on each other to avoid mix-ups or duplication of projects
- Manage all forms of risk that may hinder the progress of on-going projects.

## **Program Manager Requirements – Skills, Knowledge, and Abilities**

- Good leadership skills are required to carry out this role effectively. A program manager must be able to show his/her ability when it comes to leading and managing of people
- Effective communication and interpersonal skills are very crucial for a program manager to have. This is vital in ensuring that there is a smooth flow of activities within a company and avoidance of conflicts
- Good knowledge of project management methods
- Ability to find ways of solving problems
- Ability to manage time and meet/beat deadlines
- Good analytical skills are also needed to be able to solve daily work issues
- Ability to work in a team or be a team player

- A Bachelor's degree in any management course/field; MSC is a plus
- A certificate and a strong background in project management
- 2-5 years of experience in a similar role.