

## **Harel Mallac Technologies is recruiting a Project Lead**

### **About Harel Mallac Technologies**

Harel Mallac Technologies (HMT), a subsidiary of Harel Mallac Group, is a leading ICT company in the Indian Ocean & African continent since 34 years. It provides Technology Solutions & Services to clients across industries locally & regionally. In line with its expansion strategy, HMT is looking out for key talents and professionals to leverage on emerging technologies for its business development.

### **Job description:**

- Is responsible to plan and develop projects for HMT.
- Develops and leads the team to complete projects within an agreed time frame.
- Ensures satisfaction of completed projects with stakeholders.
- Is responsible to manage the project costing and its performance.
- Participates actively in the tender process and proposals to clients related to projects.
- Ensures that all requirements and objectives are documented into a project charter.
- Establishes guidelines applicable to the project.
- Obtains and assess necessary resources and appoints competent team members for the project.
- Ensures timely activity, integration, productivity and efficient use of resources in order to meet project requirements.
- Prepares proposal documents for clients.
- Tracks, records and reports project progress including realistic forecasts of final targets.
- Documents, obtains approval and tracks all change requests pertaining to projects.
- Documents all obstacles, delays and claims pertaining to projects while ensuring good communication with the different stakeholders
- Follow-up on sub-contractor if any.
- Prepares a commissioning document after completion of projects and submits a copy to clients for signature.
- Ensures excellent relations with customers by answering queries and handling complaints of clients
- Builds and maintains strong communication links with clients.
- Ensures that the responsibilities, authorities and accountability of all team members are defined and understood.
- Cooperates and collaborates with departmental staff to contribute in achieving the overall objective of the department and of the company as a whole.
- Takes necessary precautionary measures to ensure safety on site.
- Is responsible to make effective and efficient use of company tools and assets.

### **Skills & competencies required:**

- A Degree in Project Management/ IT or equivalent
- PMP Certification would be an advantage
- Good computer literacy
- Good communication and interpersonal skills
- Good written and spoken English and French
- Ability to work under pressure
- A minimum of 10 years work experience in a similar position

**Employment Type:** Permanent and full-time

**Contact:** [hmt.talents@harelmallac.com](mailto:hmt.talents@harelmallac.com)

Only successful candidates will be called upon for interview.

Harel Mallac Technologies is an Equal Opportunity Employer.

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