



Interview Type:

Junior Project Manager - IT

Candidate Name:	Position Applied for:
<p>Purpose of Job: Project managers ensure that a project is completed on time and within budget, that the project's objectives are met and that everyone else is doing their job properly. Projects are usually separate to usual day-to-day business activities and require a group of people to work together to achieve a set of specific objectives. Project managers oversee the project to ensure the desired result is achieved, the most efficient resources are used and the different interests involved are satisfied.</p>	
Client Criteria	<i>How do you compare? (Also indicate total years and last date of working with each aspect) i.e 7 years/1 May 2017</i>
Criteria	Candidate please answer questions below
PMBOK, PMP, Prince 2 or similar qualification	Mention Qualification. Where?
IT Networking/Architecture (N+, CCNA etc), Microsoft, IT infrastructure, CCTV & Access Control	Mention Qualification. Where and when?
Must be prepared to travel in South Africa & Neighbouring Countries	Are you willing to travel?
Must have a valid passport	Do you have a valid passport? Expiry date on passport?
No criminal record	Do you have a criminal record?
Must have an unendorsed drivers license	Drivers License Code?
Own reliable transport	Yes/No?
Technically minded	
Willing learner	
Required Experience	
Basic Project management experience, preferably electronic systems projects (IT Infrastructure, CCTV, ACS etc.)	How many years experience and when last used?
Basic experience in design, supply, installation and commissioning of electronic systems (IT Infrastructure, CCTV & Access Control etc.)	How many years experience and when last used?
Computer literate	How many years experience and when last used?
Knowledge of Microsoft Project	How many years experience and when last used?
Basic knowledge of Microsoft Visio	How many years experience and when last used?
Knowledge of Microsoft Word, Excel, Powerpoint & Outlook	How many years experience and when last used?
Basic knowledge of Autocad	How many years experience and when last used?
Typical Project Management responsibilities include	
Representing the client's or organisation's interest	How many years experience and when last used?
Planning and defining scope, agreeing project objectives	How many years experience and when last used?
Activity planning and Sequencing, developing schedules	How many years experience and when last used?
Time Estimating	How many years experience and when last used?
BOQ & Cost estimating	How many years experience and when last used?

Developing Budget	How many years experience and when last used?
Documentation & drawings	How many years experience and when last used?
Providing advice on the management of projects	How many years experience and when last used?
Resource planning, organising the various professional people working in a project	How many years experience and when last used?
Team Leadership	How many years experience and when last used?
Risk analysis, carrying our risk assessment, managing risks and issues	How many years experience and when last used?
Making sure that all the aims of the project are met	How many years experience and when last used?
Making sure that the quality standards are met	How many years experience and when last used?
Using IT Systems to keep track of people and progress	How many years experience and when last used?
Recruiting specialist and sub-contractors	How many years experience and when last used?
Monitoring sub-contractors to ensure guidelines are maintained	How many years experience and when last used?
Overseeing the accounting, costing and billing	How many years experience and when last used?
Monitoring and reporting progress	How many years experience and when last used?
Strategic Influencing	How many years experience and when last used?
Business Partnering	How many years experience and when last used?
Scalability, interoperability and portability analysis	How many years experience and when last used?
Required Personal Skills	
Self-motivated	
Organisational Skills	
Analytical Skills	
Well developed interpersonal skills	
Numeracy Skills	
Commercial Skills	
Teamworking Skills	
Diplomacy	
Ability to motivate people	
Management and leadership skills	
Package Information	
<i>Job Location: Johannesburg</i>	Where do you live?
<i>Time Frame: As soon as possible</i>	When can you start?
<i>Type of position: Permanent</i>	
<i>Monthly Cost to Company: R15 000 - R30 000</i>	What is your minimum expected monthly Cost to Company?
Date: January 17, 2018	