



# Programme Manager

## 1. Proposed Roles and Responsibilities

- Relationship and stakeholder management: client and consortium parties
- Attending contractual meetings (All)
- Chairing of Project/Consortium meetings
- Monthly progress reporting review before submission to client
- Set-up and chairing of project planning meetings pre client contractual meetings
- Review of payment certificate
- Attend payment certificate meetings with client before formal submission to client (to attend with representatives from both parties of the consortium at all times)
- Quarterly reporting the board of directors
- Formal performance review report to be submitted to the board on a monthly basis (dashboard view of both partner's performance, correspondence register, any formal notices to correct, KPI allocation. High-level)
- Consortium Exec meeting set-up and chairing
- Risk management (compliance and performance)
- Resolving disputes at project level and reporting thereof
- Follow up of payment of invoices submitted to the client

## Deliverables (Project Manager)

- Monthly reporting to board as per roles and responsibility requirements
- Reduction in current average penalties paid/due to be paid by the Consortium
- Reporting to the board on a quarterly basis
- Financial reporting of the consortium financial position and performance (monthly management accounts)

## Qualifications & Experience required (Project Manager)

- Contracts management and project management experience
- Bachelor's degree (minimum)

**Closing Date**

**: 24 June 2022**

**Contact Person**

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Xtremetec Consortium representatives:

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