

Title:	ANALYST - PROJECT MONITORING
Unit:	Project Monitoring
Office:	Office of Project Management
Responsible to:	Project Monitor

Overall Purpose of Position

The Analyst, Project Monitoring is responsible for collating and disseminating analysis on all of Malta Enterprise ongoing projects as well as delivering regular Project Analysis Reports to the Project Monitor.

Overview of Main Responsibilities

- Assesses project status information for performance / progress trends and compile-related reports for management.
- Keeps abreast of all performance goals and success measures set.
- Identifies and resolves data inconsistencies within progress data and management information and queries and communicates inconsistencies at the appropriate levels.
- Highlights areas for improvement and further analysis.
- Liaises with the individual Project Managers in order to obtain project status information.
- Monitors contract progress for projects and services by deliverable and performance objectives.
- Keeps adjourned with performance benchmarks set in order to highlight any deviations from planned objectives.
- Liaises with all departments to monitor progress on the corrective action of performance level incidents and highlights the areas where the corrective action may not be achieved as planned.
- Assists with preparation for Project Reviews.
- Attends and contributes to Project Management Reviews.
- Reviews requests for time extensions by the contractors and submits recommendations.
- Forecasts the impact of proposed changes on schedule.
- Tracks and monitors all changes to contractual obligations/ parameters and highlights important aspects that may impact contractual obligations.
- Monitors progression performance plans and identifies any activities impacting the plan, through trend analysis.
- Provides input to defining extensions or enhancements to the functionality of current reporting and information tools in order to facilitate the measurement of all performance related metrics.
- Adopts any new or enhanced software tools to assist with the Project Monitoring Unit's day to day functions.

Closing date for submission of application: 1600 hrs of Wednesday 30th December 2009

Skills

Computer literacy.	High
Numeracy.	High
Ability to interpret figures.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Networking abilities.	Medium
Negotiation skills.	Medium
Organisation and planning skills.	Medium
Analytical, evaluative and problem-solving abilities.	High
Set and manage priorities judiciously.	High
Ability to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High
Ability to probe and question.	High

Knowledge

Tertiary qualification in Engineering, Mathematics, Accounting, Management, Construction Management or equivalent.	Mandatory
Knowledge of project monitoring techniques and methodology.	Desirable
Knowledge on information sources and gathering techniques as well as compilation of statistics.	Mandatory

Experience

Minimum 2 years experience in an analyst position.	Mandatory
Experience in project monitoring in construction.	Desirable