



## JOB DESCRIPTION

<b>Job Title:</b> Senior Project Officer - (110125)
<b>Job Family / Section:</b> Service / No section
<b>Reports To:</b> Project Manager
<b>Subordinate Titles:</b> <input type="checkbox"/> Project Officer
<b>Titles of other jobs reporting to same supervisor:</b>

### Position Summary

The Senior Project Officer is responsible to plan, develop, and manage assigned projects until the delivery. Activities of this post ensure compliance to the project schedule and budget, as well as risk/issue management

### Principal Accountabilities

Carries out project management activities from development to implementation under the supervision of the Project Manager.<BR> Effectively communicates project expectations to team members and stakeholders in a timely and clear manner.<BR> Coordinates with project stakeholders on an on-going basis, providing updates and involvement.<BR> Assists in estimating the resources and participants needed to achieve project goals.<BR> Plans and schedules project timelines and milestones using appropriate project management tools.<BR> Tracks project milestones and deliverables.<BR> Proactively manages changes in project scope; identifies potential project crises and devises contingency plans.<BR> Manages the day-to-day operational aspects of a project and scope; minimizes risk.<BR> Effectively applies project management methodologies and enforces project standards.<BR> Prepares for engagement reviews and quality assurance procedures.<BR> Ensures project documentation is complete, current, and stored appropriately.<BR> Analyzes project financials, including budget compliance if required.<BR> Develops best practices and tools for project execution and management.<BR> Performs other duties as required<BR>

### Budget Dimensions

- *Finance:*
- *Staff:*
- *Other:*

### Knowledge, Skills and Experience

- **Education:** **Minimum:** High school degree  
**Preferred:** Bachelor's Degree in business, healthcare administration, or the equivalent
- **Experience:** **Minimum:** ? 3-5 years direct experience in running projects, events, activities  
**Preferred:** More than 5 years in project management ? Healthcare experience ?  
Project Management (PMP) certification
- **Required Certification or Licensure or Registration:**



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- **Language Skills:** English is essential
- **Computer Skills:** MS Office Products Project Management Software Applications
- **Key Competencies:**
  - Excellent understanding of the healthcare environment and relevant processes, procedures, and stakeholders<BR>
  - Interpersonal and communication skills<BR>
  - Attention to detail and accuracy<BR>
  - Data collection and analysis<BR>
  - Customer service orientation<BR>
  - Initiative, self-starting behaviors
- **Problem Solving / Decision Making:**
  - Ability to think in situations requiring a significant degree of judgment to analyze, evaluate, and arrive at conclusions<BR>
  - Uses freedom to think within generally defined policies, procedures, and goals under the guidance of the Project Manager<BR>

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### Core Behavioral

None

### Leadership Behavioral

None

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### Key Relationship

- Physicians
- Patients
- Management
- Employees
- External Stakeholders (i.e., media, coordinating governmental bodies and other entities)



## JOB DESCRIPTION

### Associated Documents:

- Skills and Competency Checklist
- Departmental Organizational Charts
- Corporation vision, mission and values statement

### AGREEMENT *(for Individual Job Description)*

I, the undersigned, hereby acknowledge that I have read my job description and understand its content. I agree to demonstrate the application of this job description in my day-to-day activities and in accordance with the Mission, Vision and Values of Hamad Medical Corporation.

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Employee's NAME in block letters

\_\_\_\_\_  
Corporation Number

\_\_\_\_\_  
Signature Employee

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Supervisors name in block letters

\_\_\_\_\_  
Signature Immediate Supervisor

\_\_\_\_\_  
Date