

Project Manager		Ad No:	02/22	Rev #	1.1	 AquaBioTech Group
Prepared By:	MSS, RJM	Expected Date of Start:		First Qt 2022		
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Immediate Vacancy

Project Manager

The **AquaBioTech Group** is seeking a highly organised person with good communication and project management skills to work with a small team of biologists and engineers planning and coordinating projects primarily for international aquaculture developments, as well as grant-based research with the European Union, clients and internal projects. A successful candidate will also possess the ability to work with a diverse international team to liaise successfully with granting agencies, clients and partners.

Synopsis of position offered

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work as a projects manager with work including:

- Management of complex design, engineering, and installation projects, during tendering, contracting, start-up, detail design, installation, commissioning, and handover. The management of such projects need to be done within scope, timescale, budget, and quality constraints.
- Management of project risks, Occupational Health & Safety, opportunities, contractual variations and arising issues.
- Internal and external progress monitoring, reporting, and meeting coordination.
- Team management and mentoring, coordinating, and managing staff at all levels.
- Planning, delegation, execution and monitoring of work packages, utilising PM tools and techniques including Gantt charts, WBS, RAID and RACI.
- Act as the point of contact to Client and stakeholders, managing communication, project documentation, administration, and submission of project deliverables.
- Project budget control (planned vs actual costs).

- Contributing to internal PMO meetings, PM process improvement and documenting lessons learned to apply to future projects.
- Regular projects status reporting to senior management.
- Other assignments as directed by the Chief Operations Officer, the CEO or the Board of Directors.

In addition, the **AquaBioTech Group** operates a diverse business and anticipates other opportunities into which the successful candidate may expand their portfolio over time, including (but not limited to) marketing opportunities, supervising internships, and designing and administering an e-learning course.

Reporting directly to the Head PMO & Account Management. The position is demanding requiring a person who is highly motivated and self-organised. The selected person must be prepared to work to very tight deadlines in multi-functional projects and in conjunction with a team of multi-disciplinary and international staff based at our head-office in Malta, as well as staff who are based at project sites.

Qualifications Overview

A successful candidate is likely to have a good background in project management with a proven track record delivering complex D&E Projects. Preferably qualified with a degree (MQF Level 6) in a technical subject, preferably a Project Management recognised qualification, coupled with sufficient technical and hands-on experience. Experience of the Aquaculture / Marine Biology industry will be considered an asset, although it is not essential. Experienced in the use of Project Management software such as MS Project and MS Teams, as well as general proficiency in MS 365 / Office Applications.

The selected candidate must be fluent in English language and be an excellent communicator. Knowledge of other languages will be considered an asset, although not essential. To be successful in this position, deadline driven and well organised, with excellent inter-personal skills are essential. Showing a good disposition to work in a dynamic team, with a can-do positive attitude.

The selected candidate must, have a clear passport with no travel restrictions or legal convictions and be in possession of a clean driving licence. Applicants must be prepared to travel at short notice as part of international assignments the company is awarded.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company that could easily be extended. The wage package offered for this position will depend upon the level of experience that the candidate brings to the company.

There will be the opportunity for the candidate to earn bonuses that are project specific, individual performance specific and company performance bonuses that are dependent upon the performance of the company as a whole.

Application Procedure

Further information about **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other CV formats will be accepted**.

Questions about the application should be directed to the HR Department, on hr@aquabt.com