

## **We are Hiring!**

We are currently seeking **Program Management Officer**. If you find yourself suitable with the criteria below, you are welcome to submit your application to [recruit@cinovasi.com](mailto:recruit@cinovasi.com)

### **Job Description**

- Perform monitoring, progress-tracking, and evaluation administration for multiple-projects
- Perform resource planning, analysis, deployment scheduling, resource utilization management
- Report to PMC and liaise / coordinate with Project Managers
- Perform Program financial planning, update & forecast

### **Requirement**

- Has previous project management experience minimum 2-4 years
- Having high commitment to meet project targets
- Proficiency in English (both oral and written)
- Demonstrated effective analytical and problem solving skills
- Able to work in a Team
- S1 from reputable Universities will be an advantage
- Very good command in Microsoft Office application (Word, Excel, PowerPoint)
- Good command in Project Management tools (e.g. MS Project, or others)

**Only shortlisted candidates will be notified.**