

	Job offer	Project Manager OpenCBS LLC
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Position: Project Manager

Location: Bishkek, Kyrgyzstan

Duration: 12 months renewable

1. Requirements

- A bachelor's or equivalent degree in Software Engineering or Finance;
- 3 to 5 years experience in Project Management;
- Excellent analytical, communication and interpersonal skills;
- English language proficiency;
- Preferably knowledge of French.

2. Key areas of responsibilities:

- Introduction of a project management methodology;
- Implementation of adequate tools;
- Direct management of internal and external projects.

3. Detailed job description:

3.1. Project management methodology

- Adapt openCBS software development methodology into the projects' life cycle;
- Review on-going and incoming projects and ensure their management is as per the defined methodology.

3.2. Implementation of adequate tools

- Implement those tools in close coordination with the technical team, adapting them where needed to the project management methodology, and integrating them with the working environment of the team.

3.3. Direct management of internal and external projects

- Manage some of the projects, directly dealing with the company's customers and coordinating efforts within OpenCBS different team members;
- Establish proper internal communication channels to facilitate the development team delivery with the support of the CTO and Lead Developer (the project manager is however not expected to manage directly development of the software).

4. Conditions:

- Work with official employment contract;
- Taxes are paid by the company;
- 28 days of paid leave per year;
- 5 working days in a week – Mon-Fri, 9.00-18.00.