

GIS Projects Coordinator

The Mona Geoinformatics Institute is seeking a *Projects Coordinator* to work in a fast-paced, innovative environment . He / She must possess:

- *Bachelor's Degree in any technical or environmental field;*
- *PMP or similar project management certification;*
- *High proficiency in writing and speaking the English Language;*
- *Experience in technical project coordination and management, including writing project proposals and reports, responding to RFPs, conducting procurement and preparing bid submissions;*
- *Working knowledge of project management software and techniques;*
- *Excellent communication (writing, speaking, presenting) skills;*
- *Strong analytical, research and problem-solving skills;*
- *Excellent interpersonal and team management skills.*

Email resume with relevant experience to
info@monainformatixltd.com
on or before Dec 24th, 2020.

Be sure to use the subject heading
'MGI Coordinator' when sending email.