



ADA is a Luxembourgish NGO that aims to meet the needs of vulnerable populations in Africa, Latin America and Asia, as well as contributing to the Sustainable Development Goals through the development of inclusive finance.

As its activities continue to expand and evolve, ADA wishes to optimise its use of digital tools to manage and monitor projects more effectively.

If analysing business needs, implementing digital solutions to optimise internal processes, training and user monitoring are right up your street, if you want to join a dynamic organisation inspired by the meaningful work it does every day and if you really know your way around SharePoint and Teams, You are the person ADA is looking for.

Digital Project Manager

Your responsibilities:

As our digital project manager, you will be in charge of:

- coordinating the implementation of and/or upgrades to a digital development project management tool within the organisation, which will be used to manage projects at every stage (design, implementation, operational and budget monitoring, and reporting)
- coordinating the optimisation of the structure and use of collaborative platforms within the organisation (SharePoint and Teams)
- helping to design and produce logs and other reporting tools
- ensuring the consistency and compatibility of digital tools used by the various teams and, where necessary, reviewing or expanding the set of tools.

In particular, these tasks will require:

- taking into account an existing diagnosis of digital requirements and tools
- undertaking a more in-depth analysis of the business needs of the users of these tools
- helping to define project management processes and collaborative work processes in-house
- coordinating the selection of and/or managing relations with the relevant providers and serving as a contact point between in-house teams and providers
- creating and/or updating user manuals for these tools
- training users to work with the various tools and processes and following up on users on a regular basis.

Your profile:

- higher education (Master's Degree)
- at least 5 years of experience in a similar position in charge of digital project management
- outstanding digital literacy and knowledge of digital technologies and tools. Proficiency in the Office suite and, particularly, SharePoint and Teams required
- the ability to quickly get to grips with the organisations' mission, its activities, the technical challenges involved and users' needs and constraints
- the ability to coordinate and oversee a digital project from the identification of requirements to the implementation of solutions, including training users and following up on their experiences
- the ability to work with different teams and rally people behind a common project
- outstanding analytical skills, creativity and a proactive spirit
- meticulous, autonomous and well-organised

- team spirit, flexibility, versatility and the ability to listen and teach
- an interest in the world of development aid and, particularly, inclusive finance
- proficiency in spoken and written English and French.

Permanent contract based in Luxembourg City.

If you are interested in this position and want to join a dynamic organisation, e-mail your application, together with a cover letter, for the attention of Sylvie Marquegnies, to recrutements@ada-microfinance.lu, citing the reference "Digital PM".