

Recruitment Requirements: Project Manager (PM)

Position:

Project Management Specialist (Global Health & Drone Tech / PMO)

SORA Technology is building "infrastructure to protect lives from the sky." We utilize drones and AI to solve critical issues such as malaria control, last-mile delivery, and disaster prediction, especially in underserved regions of Africa and Asia.

Details here: <https://sora-technology.com/>

Position Overview:

We are seeking a specialist to fill a **Project Management Office (PMO) role** to ensure the reliable and effective advancement of infrastructure projects utilizing global health and drones. The ideal candidate will have experience managing complex projects in international development and technology sectors, with the ability to collaborate with global stakeholders and manage multiple projects concurrently.

This position is responsible for managing project progress, risks, and resources, and will support smooth project execution by coordinating internal and external teams. Career progression to PMO Leader or Program Manager is possible in the future.

Job Responsibilities:

- Formulation, execution, and monitoring of project plans (management of timelines, budgets, resources, and deliverables)
- Coordination and progress reporting with diverse stakeholders such as governments, international organizations, and NGOs
- Collaboration with R&D, operations, and business development teams to implement projects reflecting local requirements
- Monitoring project implementation based on proposals and contracts, and quality assurance of deliverables
- Risk and issue management (early resolution and reporting of problems)
- Ensuring compliance with project requirements of donor organizations (USAID, Global Fund, UNDP, etc.) in global health and international development fields
- Project evaluation (KPI and impact assessment) and proposal of improvements

Required Skills and Experience:

- PM/PMO experience (3+ years) in international development, global health, or technology-related projects
- Knowledge and practical experience in project management methodologies such as PMI, PRINCE2, Agile/Scrum
- Proven track record of achieving results by engaging multiple stakeholders
- Excellent document creation and reporting skills (proposals, progress reports, outcome reports, etc.)
- Ability to perform duties in Japanese and English (other language skills such as French are welcome)
- Understanding of project requirements and operational rules of international donors such as USAID and UNDP is a plus

Desired Candidate Profile:

- Always positive and cheerful
- Excellent communication skills
- Proactive with a strong sense of ownership
- Able to undertake long-term business trips domestically and internationally
- Understands and accepts diverse cultures and values

Qualifications:

None specified

Employment Classification:

Full-time employee

Probationary Period:

3 months

Age:

Young, ambitious, and quick learners are welcome

Salary:

Negotiable

Work Location:

Japan, other (remote work possible)

Holidays:

Two days off per week (Saturday and Sunday), public holidays, condolence leave, paid leave, and other holidays according to company calendar

Reporting Line:

Chief Mosquito Officer/Vice CEO and Business Team Lead/R&D Lead, etc.

Commitment to SDGs:

In advancing projects, you will interact with people of various nationalities and backgrounds. As our business has high sustainability and social impact, we welcome individuals who are environmentally conscious and can act with the SDGs in mind in their daily work.