

Consultant- Project Management (District Level)

Job Description:

The Program Manager will be responsible for the coordinated management of multiple related projects, and in many (most) cases, ongoing operations which are directed toward a common objective. He/She works with constituent Project Managers/ Project Manager Specialists to monitor cost, schedule, and technical performance of component of projects and operations, while working to ensure achieving the ultimate objective and project plan. Will also be responsible for stakeholder management, particularly stakeholder's external to the organization. He/she is also expected to bring the sectoral expertise in desired project domain (such as Infrastructure, Works, Energy, Urban Development, Health, Education, Tourism etc.)

Specific Roles and Responsibilities:

- Provides leadership and guidance to the Govt. departments at district level on Project Management Framework
- Assist members of the Project team/ officials at district in adoption of Project Management Framework and tool.
- Maintains ownership of and accountability for the program/ project schedule and roadmap at district level.
- Act as the source of documentation, guidance and metrics on the practice of project management and execution.
- Development and institutionalization of the monitoring tool to fetch project related information from all the intended projects.
- Assist in data collection related to projects for generating monitoring reports and dashboards.
- Provides inputs for resource and budget projections for project planning purposes
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- Examine and Monitor complex work plans , revising as appropriate to meet changing business needs and requirements
- Works closely with State and Department Level PMU to ensure the project strategies and priorities are aligned with Project Management Framework objectives
- Identify bottlenecks if any. Bring out critical issues and concerns that are and/or may, impede achieving results in planned budget, resources, and timelines.
- Monitor various project deliverables, goals, milestones , Tracks projects' performance against baseline plan
- Share lessons learned and best practices across programs, building relationships with stakeholders and brokering relationships at all levels
- Provides information to the State level PMU to enable him/her to monitor the performance
- Develop and maintain the resource allocation plan and project estimation model

- Take a lead role in review and approval of business ideas that are to be transitioned into feasible projects
- Design the Capacity Building plan at district level under Project Management Framework.
- Assess the effectiveness of Capacity Building program at district level.
- Support State Level PMU and Department level PMU for implementation of Project Management Framework and other activities assigned time to time.
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Required Skills:

- Proven track record developing detailed plans for complex projects, with changing requirements, limited resources, and fixed deadlines.
- Must be able to build and foster good relationships and be able to look out for the greater good of the team
- Excellent verbal and written communication (both English and Hindi), presentation, and interpersonal skills
- Ability to communicate effectively with both technical and non-technical individuals
- Good hands on Office and Project Management Tools required
- Good understanding of project management best practices framework
- A strong operational background is required
- Negotiating/persuading/influencing

Essential Eligibility Criteria:

- B.E/ B.Tech in any stream or any Graduate with MBA/ PG Diploma in Management
- 5+ years of solid project management experience with ability to multi-task and manage multiple projects in cross-functional environment with at least 3+ years of Managerial role in handling multiple projects together under a program. Preferably in any of the domain such as Infrastructure, Works, Energy, Urban Development, Health, Education, Tourism etc.
- Certification in Project Management from a Global Certification Body of Project Management Professionals is desirable