

Principal Consultant- Project Management (PC-PM)

Job Description:

Government of Madhya Pradesh (GoMP) is implementing Project Management Framework (PMF) in Government departments to promote the discipline of Project Management across all sectors. As a part of this implementation a State Level Project Monitoring Unit (SLPMU) has been formed at Office of the Chief Secretary, GoMP supported by PMUs at various departments and districts level.

The Principal Consultant of SLPMU will be responsible for the coordinated monitoring and management of multiple Infrastructure Development related projects and schemes of the various departments and districts of Govt. of MP. The Principal Consultant will be largely responsible for providing inputs to the State Government's Project Management Group (PMG) and to provide a centralized approach to improving overall project efficiency by introducing and managing projects through standardized processes. (S)He will assist PMG in overall Project Monitoring Function and shall look after the project management function, provide leadership, and coordinate and manage PMG processes and functions. He or she will strive to standardize the execution of projects across state. (S)He is also expected to bring the sectoral expertise in desired project domain (such as Civil Infrastructure, Industrial Development, Health, Education and Social welfare etc.)

Specific Roles and Responsibilities:

- Assist State Government and PMG to prepare an overall plan for institutionalization of Project Management Framework in state and all related departments of state.
- Provide leadership and guidance to the Project Monitoring Units at Department and Districts on the implementation of Project Management Framework.
- Coordinate with various department heads for the implementation of the PMF.
- Manage all operational activities and also consistently plan to mature PMG Operational frameworks and structures.
- Refining, developing and monitoring metrics to assess the success of the projects and schemes.
- Recognize and identify potential areas where existing policies and procedures require change or development.
- Manage various activities in terms of periodic data collection, analysis, consolidation and presentation / regional status reporting consolidation.
- Identify bottlenecks if any. Bring out critical issues and concerns that are and/or may, impede achieving results in planned budget, resources, and timelines.
- To plan and facilitate periodical analysis of intended project objectives.

- Develop and maintain policies, procedures, and templates that support the project management methodology and ensure that the Project Management Group staff and project teams in respective Sub Offices/ Project locations are appropriately trained.
- Design and implement the Capacity Building plan under the Project Management Framework.
- Provide leadership and strategic planning to the state level project management function in multiple ways, including being conversant with the future direction of the project and systems, how that direction will impact the state/ stakeholders, and how future and current systems can be used for the benefit of the state/concern department/Project organisation.
- Develop and maintain regular reports to PMG.
- Design standards and templates for on boarding of implementing agency and make recommendation on RFP for applicable projects.
- Work on strategic priorities and initiatives of the state, working closely with Project leaders
- Manage relations and facilitate communications/ distribution of information to multiple stakeholders and leadership across various stakeholders within the government through meetings/ reports.
- Develop and implement short term and long term capacity building plan for executives at various levels of stakeholder departments/ project organization and field level Officer.
- Optimize communication and ensure effective knowledge transfer and hand-offs between related departments.

Required Skills:

- Must have managed a team of professionals for large scale project implementation.
- Experience of working in Project Management Office with experience in development of Dashboard, MIS or reporting.
- Experience of managing implementation of Project Management Tool in a large organisation.
- Strategic thinking with good understanding of the State Government projects with perspective on financial statements, operations and people management.
- Strong collaborative decision making skills
- Experience in executive-level writing, reporting and presentations,
- Should have strong analytical and problem solving skills.
- Must be able to work in a fast paced and passionate environment.
- Must have shown significant career growth as part of prior experience

- Good hands on experience in Office Suite and Project Management Tools like MS-Project is required.
- Fluent in Hindi and English – both written and verbal communication

Essential Qualification:

- B.E / B.Tech (Any) with 2 years full time MBA / PG Diploma in Management from a reputed institute.
- Should have a valid PMI Certification: PfMP® (Portfolio Management Professional)/ PgMP® (Program Management Professional)/ PMP® (Project Management Professional) and subsequent credit earnings/ Professional Development Units (PDUs) in Project / Program Management.
- Should have a 12 + Years' solid experience in large Project Management with Minimum 8 years' experience in managerial capacity for projects not below the size 100 million.

Desirable Skills:

- An experience of 2-3 years in working with Centre / State Government department or agencies in Project/ Program Management, understanding of Govt. working, experience of interacting/ working with the Senior Government officials at Secretary Level in Central/ State Government departments would be an added advantage.