

Consultant- Project Management (Dept Level)

(At Departmental level PMU)

Job Description:

The Project Management Consultant will be responsible for the coordinated monitoring and management of multiple related projects in any of the departments of Govt. of MP, and in many (most) cases, ongoing operations which are directed toward a common objective. (S)He will assist Principal Project Management Consultant in overall functioning of PMG and would be required to work with constituent Project Managers/ Project Manager Specialists to monitor cost, schedule, and technical performance of various target projects and operations. (S)He could also be responsible for stakeholder management, particularly stakeholders 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 on Project Management Framework
- Mentors members of the Project team/ officials at Departments in adoption of Project Management Framework and tool. Maintains ownership of and accountability for the program/ project schedule and roadmap at department 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.
- Provides information to the State Level PMU to enable monitor the performance of the projects at department level
- Identify cross departmental/ stakeholder dependency and strategy to ensure desired alignment of all such stakeholders to ensure the project strategies and priorities are aligned with overall project objectives.
- Actively identifies the department's exposure and risk on projects
- Share lessons learned and best practices across project, building relationships with stakeholders and brokering relationships at all levels.
- Tracks program projects' performance against baseline plan
- Review deliverables prepared by the project team prior to internal or external distribution
- Performs team assessments and evaluations
- Design the Capacity Building plan at department level under Project Management Framework.
- Assess the effectiveness of Capacity Building program at department level.
- Support State Level PMU for implementation of Project Management Framework and other activities assigned time to time.

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 a full time MBA/ PG Diploma in Management
- 8+ years of solid project management experience with ability to multi-task and manage multiple projects in cross-functional environment out of which 5+ 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.
- Should have a certification in Project / Program Management from a Global Certification Body of Project Management Professionals.