



Job offer for independent consultant

- **Location:** Abidjan (Côte d’ivoire)
- **Number of project Managers:** 2
- **Level of seniority:** at least 5 years
- **Project duration:** 6 months (renewable)
- **Estimated starting date:** 19 November 2018

Offer: 2 Project Managers

SUMMARY:

CPAI is looking for two independents project managers to provide an effective project execution and management skills for the implementation of concerned projects based in Abidjan Côte d'ivoire. The consultant's duties will include the following:

LEADERSHIP AND COMMUNICATION

- Define, explain and maintain a high-level, longer-term view of the assigned projects' relationships with key strategic programs aligning with the IT Strategy of the Bank and other initiatives such as ERP SAP functional upgrade program and the like for process improving and streamlining
- Prioritize trade-offs between on-time, on-scope, and on-quality or on-budget delivery of the projects under different programs
- Creation & management of an appropriate project governance committees
- Manage projects teams' interpersonal relations to build rapport inside and outside the immediate project teams, motivate through leadership and mentor development of more-junior PMs
- Engage and manage concerned project teams and key stakeholders' expectations in line with the Business Case, demonstrating where resource estimates support (or do not support) the plan
- Engagement and management of any third parties, within the confines of the project team execution plans
- Can drive Portfolio & Project Management (PPM) process implementation (for example, a progress-tracking process to enable better forecasting of resource availability)

- Implement formal communication plans through appropriate practice of communication and organization skills.
- Develop project communication material in order to deliver the appropriate information as required by different stakeholders during the project's lifecycle
- Can identify the necessary level of project requirements definition for planning and scheduling purposes in collaboration with business Analysts

PLANNING

- Can manage above the single-project level (for example, can determine resource dependencies across multiple projects (programs))
- Confirmation of the precise project scope of the performance measures, business processes, functional modules, technical components (reports, interfaces, customisations, data conversions), user base and data to be covered
- Development and implementation of projects plans, communication plans with documentation showing approaches used within the duration of projects implementation periods
- Preparation and management of the project risk plans, issues, dependencies and project team actions, ensuring all aspects have a clear, named owner – with agreed dates
- Can determine whether advanced schedule calculations are needed – and can perform them (for example, determining schedule risk with optimistic, pessimistic and most likely times for tasks using PERT)
- Work with technical domain experts, can estimate the project's effort from functional requirements
- Skilled at developing project scheduling plans, via MS Project or other automated management tools, and can analyze progress and trade-offs

PROBLEM SOLVING

- Capable to implement project change process, as appropriate for scope control and change processes, and debate effectively for or against project changes, as appropriate
- Preparation and management of the risk plan, issues, dependencies and project team actions, ensuring all aspects have a clear, named owner – with agreed dates
- Facilitate team conflicts and issues resolution through leadership skills sufficiently
- Can work with business management on budgets when priority trade-offs may favor on-time or on-scope delivery over on-budget

PROJECT EXECUTION, MONITORING AND CONTROLLING

- Effective project execution and management skills for the implementation of concerned projects or separate modules
- Develop and review with the functional managers, for purpose of adoption, the project management control mechanisms (Guidelines, KPI, report templates, etc.) for the follow up of the projects, from the initiation through implementation and completion phases
- Preparation of normal PMO requirements (e.g. status reports, etc.) in conjunction with the Business Sponsor
- Monitor, control and report progress of all assigned IT capital projects
- Perform risk assessments, identifying & registering risks facing concerned IT projects during their implementations and propose mitigation measure to offset these risks
- Can apply earned-value management techniques as needed, from "EVM Lite" up to and including ANSI-standard EVM on large contract projects

- Can steer collaboration with contractors on projects (for example, from RFP evaluation through acceptance), maintaining controls as required, and can successfully confront contractor PMs as needed
- Conduct post project reviews, report findings with recommendations for improvement

REQUIRED SKILLS AND QUALIFICATIONS:

- At least Master/Engineering degree or equivalent in computer sciences (or software Engineering/ Business Analysis) with a significant experience in project management skills
- At least 05 years working experience in IT project management practice in general and specifically with a significant implementation experience in different IT Platforms such SAP, Oracle, .Net, IBM, etc., business analysis and other IT domains
- Require significant leadership, planning & communication and problem-solving skills and experience
- Professional certifications in project management such as Certifications PMP or Prince2, plus good background in software development life cycle (SDLC), tools and project planning software; the quality assurance process; and the change management and deployment procedures and mechanisms for delivering new project systems
- Skilled & experienced at managing interpersonal relations to build rapport inside and outside the immediate project teams, motivate through leadership and mentor development of more-junior PMs
- Excellent analytical skills and the capacity of reasoning
- Good communications skills in written and oral in English or French, and the capacity to communicate easily the essential information in concise and clear manner

- Working experience with Microsoft Office Suite (Word, Excel, PowerPoint, MS project, Visio, etc.)
- Negotiations skills. He/ She should have the capacity to adapt quickly, team-up easily with others and build good relationship with project team members and managers
- A working experience in a Bank and /or a multilateral institution would be a plus
- A working experience in Microsoft Project Server PPM would be a plus.