



## Project Management Professional (Required No. 5)

- **Vacancy for:** 5
- **Posted on:** Jan. 14, 2018
- **Deadline:** Jan. 22, 2018, 5 p.m.

### Basic Job Information

Job Category	: NGO / INGO / Social work
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : More than or equal to 3 years

### Other Specification

#### Education

- Masters in any one of Civil, Transport, Hydropower, Industrial, and another related infrastructure engineering, business, economics, project management. OR
- Bachelors in Engineering especially in Civil, Transport, Hydropower, Industrial, and other related infrastructure sectors and MBA or Project Management certification would be considered a plus

#### Knowledge, skills and abilities

- Professional Knowledge of project management and proficiency in the use of computers for
- Word processing, Microsoft Project, Project management tools, database & Excel.

#### Experience and Competencies

- Minimum 3 years of work experience in managing and implementing project/s in the areas of Hydropower, Transport, Industrial, Tourism, Railways, Solid Waste Management, Solar, Special Economic Zone, private investment or other Infrastructure sectors.
- Competencies in following: (i) Self-motivated, (ii) Team player (iii) behave ethically (iv) communicate effectively (v) foster teamwork (vi) lead, organize, plan, execution and (vii) solve any kind of complex problem or cope any complex situation

#### Working Conditions

- Project Management professionals are assigned to work in IBN Office's own designated station in line with set days and office hours. However, the job also requires off-hour works to complete the assigned task within stipulated time and occasional trips out of the working station also fall under the assignment.
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### Job Description

- Developing, Planning, Directing and Coordinating activities of project/s in the areas of Hydropower, Transport, Industrial, Tourism, Railways, Solid Waste Management, Solar, Special Economic Zone, private investment and other Infrastructure sectors
- Defining project scope, objectives, staffing, resources and deliverables in consultation with Senior Management and in coordination with other team members
- Developing project plans that identify key issues, approaches and performance metrics
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project and determine required resources to execute, implement and complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Determine the objectives and measures upon which the project will be evaluated at its completion Planning and scheduling project timelines and milestones

- Formulating risk management matrix, plans, implementation and risk management strategies
- Tracking project deliverables and monitoring quality assurance measures
- Controlling project variances through different project management tools and techniques
- Implementing and managing project changes and interventions and controlling project budgets
- Developing, submitting and presenting reports on project progress to CEO of OIBN and Senior Management
- Maintaining communication with project stakeholders and manage expectations
- Evaluating projects and assessing results
- Working with existing team to strategize continuous delivery and make recommendations to the Senior Management for improvements;
- Working on complex problems/projects where analysis of situations or data requires an in-depth evaluation of multiple factors
- Managing and leading a program involving multiple functions and project teams to promote quality culture and driving the quality improvement processes
- Driving innovation and integration of new technologies and quality initiatives into projects and activities in the organization
- Prepare a project plan up to the start of project implementation and agree tasks within the team and monitor progress on a weekly, monthly and quarterly basis
- Report progress against planned activities at the end of each quarter as part of a consolidated report on all the assignments
- Update the project Risk Management Plan monthly and discuss with all relevant stakeholders
- Support and act as a key team player on the setting up different project monitoring arrangements in compliance with the PDA/PIA or any agreements
- Any other activities and roles assigned by CEO of OIBN and Senior Management.

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### Applying Procedure

Eligible candidates must apply before **17:00 hrs** on the **22nd January 2018** by submitting their CV and cover letter via email to [appiicnepal@gmail.com](mailto:appiicnepal@gmail.com). Candidates should reference their preferred position(s) in the email subject line. Applications are welcomed from all parts of the community and we encourage interest from women, Dalits, disadvantaged Janajatis and Madhesis. We encourage applicants to visit the websites [ibn.gov.np](http://ibn.gov.np) for more information about IBN's projects and [imcworldwide.com](http://imcworldwide.com) about IMC.

***A panel of experts from APPIIC and IBN will shortlist applications for interview. The decision to shortlist candidates lies solely with APPIIC and therefore cannot be challenged. Successful applicants will be notified at the earliest possible date, and are discouraged from contacting APPIIC regarding the outcome of their application.***

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