

Project Management Officer

Background:

The Institute of Social and Policy Sciences (I-SAPS) is a policy research and advocacy institute working across Pakistan in a number of research areas, including education, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the state and market in informed policy dialogues for sustainable development. Research, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

I-SAPS is seeking the services of a full time Project Management Officer for its head office in Islamabad. As a Project Management Officer, you will play a crucial role in coordinating and supporting the implementation of projects to achieve their intended outcomes. Your responsibilities will involve project planning, monitoring progress, managing stakeholders, and ensuring effective communication.

Tasks and Responsibilities:

As a Project Management Officer, your tasks would be the following:

- **Project Planning and Coordination:**
 - Assist in project planning activities, including the development of project plans, work breakdown structures, and project schedules.
 - Coordinate with project teams to ensure project objectives, timelines, and deliverables are clearly defined and communicated.
 - Support the development and maintenance of project documentation, including project charters, budgets, and risk management plans.
- **Project Monitoring and Reporting:**
 - Monitor project progress against established plans, identifying any deviations, risks, or issues.
 - Prepare regular project status reports and updates for internal stakeholders, highlighting achievements, challenges, and recommended actions.
 - Assist in conducting project evaluations and lessons learned exercises to improve project performance and outcomes.
- **Stakeholder Management:**
 - Support the identification and engagement of project stakeholders, including clients, partners, and beneficiaries.
 - Coordinate and facilitate stakeholder meetings, workshops, and consultations to ensure effective communication and collaboration.

- Proactively manage stakeholder expectations, resolve conflicts, and maintain positive relationships throughout the project lifecycle.
- **Budget and Resource Management:**
 - Assist in monitoring project budgets, tracking expenses, and ensuring adherence to financial procedures.
 - Coordinate with finance and procurement teams to ensure timely procurement of project resources and services.
 - Support the allocation and utilization of project resources, including personnel, equipment, and materials.
- **Communication and Documentation:**
 - Facilitate effective communication within project teams, ensuring information flow, and documentation exchange.
 - Prepare and distribute project-related communications, including meeting agendas, minutes, and progress updates.
 - Maintain accurate project records, files, and documentation, ensuring proper version control and archiving.
- **Quality Assurance:**
 - Support the implementation and adherence to project management methodologies, processes, and quality standards.
 - Assist in the identification and implementation of best practices and lessons learned to enhance project efficiency and effectiveness.
 - Contribute to the continuous improvement of project management practices within the organization.

Values and Competencies

Core Values:

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

Required Skills and Experience:

The following skills and experience will be required to be eligible:

- Minimum Master's degree in project management, business administration, development studies, or a related field.
- Minimum experience of 8 to 10 years' in project management.
- Strong organizational and coordination skills, with the ability to manage multiple projects and tasks simultaneously.
- Proficiency in project management tools and software, such as Microsoft Project or other project management software.
- Knowledge of project management methodologies, frameworks, and best practices.

Functional Competencies

- Excellent written and verbal communication skills, with the ability to communicate effectively with diverse stakeholders.
- Ability to work collaboratively in a team environment and foster positive working relationships.
- Attention to detail and a commitment to producing high-quality work.
- Flexibility to travel to project sites and work in diverse cultural and geographical contexts, if required.

What we offer:

I-SAPS offers meaningful learning opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and researchers, you will have the opportunity to contribute to impactful research initiatives. The remuneration will be finalized based on prior experience and candidate's core competencies.

How to apply:

If you are interested in applying for this position, please send your application (cover letter and CV) to h@saps.org. Please include "**Project Management Officer**" in the subject line. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

Institute of Social and Policy Sciences (I-SAPS)

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