

**ICAP at Columbia University**

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Program Management Officer |
| **Reports To (Title):** | Project Stakeholders |
| **Incumbent:** | N/A |
| **Location:** | Abuja |
| **Date:** | December 2022 |

**POSITION SUMMARY:**

The Project Management Officer will support the management of key stakeholder and health projects at NASCP (National AIDS and Sexually transmitted Infection Control Program). Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for NSACP (National AIDS and Sexually transmitted Infection Control Program) coordinator regarding status of project.

The successful candidate will work directly with relevant stakeholder to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible and will hire new talent as needed to fulfill client needs.

**MAJOR ACCOUNTABILITIES:**

Familiar with a variety of the field's concepts, practices and procedures. Rely on limited experience and judgment to plan and accomplish goals. Perform a variety of tasks. Lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**EDUCATION:**

Master’s degree in project management, management or MBA and 3-5 years of experience in the field or in a related area

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:**

• Coordinate internal resources, stakeholder management, meetings, and schedules, for the flawless execution of projects

• Ensure that all projects are delivered on-time, within scope and within budget

• Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility

• Ensure resource availability and allocation

• Develop a detailed project plan to monitor and track progress

• Manage changes to the project scope, project schedule and project costs using appropriate verification techniques

• Measure project performance using appropriate tools and techniques

• Report and escalate to management as needed

• Manage the relationship with MoHS partners and all stakeholders

• Create and maintain comprehensive project documentation

• Perform other related duties as assigned

• Develop spreadsheets, diagrams and process maps to document needs

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS:**

• Proven working experience in project management

• Excellent written and verbal communication skills

• Solid organizational skills including attention to detail and multitasking skills

• Strong working knowledge of Microsoft Office

• Project Management Professional (PMP) / PRINCE II certification is a plus

• Bachelor's Degree in appropriate field of study or equivalent work experience

• Project Manager top skills & proficiencies:

• Developing and Tracking Budgets

• Coaching

**TRAVEL REQUIREMENTS:**

TBD