



Broad & Gurley Street Raymond Building 2nd floor Monrovia Liberia - West Africa.

The Partners in Sustainable Development Initiatives (PSDI) is a legal national civil society advocacy, capacity-development organization based in Monrovia that supports a wide range of humanitarian projects including Tax Governance, Education, Health and Agriculture. PSDI is committed to conducting business in compliance with all applicable laws, rules, and regulations, and in accordance with the highest standards of business ethics. Our approach is based on promoting a patriotic and nationalist sense of transparency and accountability programming committed to sustainable development initiatives through empowering citizens, galvanize support for ambitious new ideas and promote more impactful initiatives and projects for nation building. At every stage of our intervention we **monitor**, **evaluate** and **learn** what works , when , how and why by sharing knowledge across country with other partners and support adaptive learning in the transparency and accountability space under six pilots : **LISTEN, PARTNER / COLLABORATION, DEVELOP, IMPACT, MEASURE and LEARN**

PSDI is seeking an experienced and talented **Technical Project Manager** to assist implement is health programs. We are looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges in Liberia Health Sector. In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best. This is our pledge to you.

Deadline: August 15, 2018 5: PM

Submit application to: psdiliberia@gmail.com

Description:

The Technical Project Manager (TPM) is responsible for providing technical project planning, management and oversight for key initiatives and implementation projects, ensuring first that these initiatives and projects are closely aligned with PSDI's strategic priorities, and second, that these initiatives and projects are completed on-time, within scope and budget and with an extremely high quality of deliverables. The TPM will ensure the optimum mix of cost, schedule, performance, and system supportability throughout the life cycle (design, development, testing and evaluation, production and disposition) of each program and will analyze alternative problem solutions and present a case for the recommended solutions with a detailed analysis of risks and return on investment. The TPM leads and manages project and program initiatives and production application support in support of PSDI's mission, international objectives and other business

functional areas. The TPM acts as a project management technical lead and business analysis subject matter expert and is responsible for working with PSDI's business functional areas to deliver technical solutions in the form of new and enhanced member service applications. The TPM manages all phases of service delivery including: analysis and design, configuration and build, testing and training, and deployment of solutions and will be accountable for all aspects of project management including all project resources (including partners/subcontractors), project planning, scheduling, risk management, scope management, internal and external communications, status reporting, and resource management (internal and partners).

Responsibilities

- Evaluates complex situations using multiple sources of information filters, validates and interprets dynamic material
- Manages and appropriately escalates: delivery impediments, risks, issues, and changes associated to the product development initiatives
- Ability to lead and motivate cross-functional teams and interact with all levels
- Analysis, planning, developing requirements documents, building functional models, developing procedures, developing functional architectures, and other related management and technical duties
- Assigns and monitor work of technical personnel, ensuring that project steps are in alignment with business objectives, on-time and within budget
- Creates a method of change management including ownership of a documentation, communication plans, process training, etc.
- Defines project scope, deliverables, roles and responsibilities in collaboration with stakeholders and business partners
- Defines, acquires, and allocates budget, staff, and other resources necessary to accomplish the goals and/or objectives of the program group/function and monitors performance across resource channels
- Designs and implements processes to monitor and control resources, budget, risks and value to Business Objectives
- Establishes, plans, and executes major milestone reviews and decision gates to complete the program and project life cycle. Ensures all the required products are produced and reviewed, including the technical leadership of requirements management, design, implementation, system integration, verification, test, quality assurance, delivery, operations, and sustainment of the technical solution
- Evaluates technological choices (network/hardware related and technology/code related) by querying providers and understanding enough about implications to make choices for the organization that have an appropriate balance between cost /benefit today and future implications and limitations
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group; developers, product owners, and subject matter experts
- Exercises broadly delegated authority for planning, directing, coordinating, administering, and executing many routine and complex projects/programs.
- Identifies, clarifies and communicates project vision, goals and objectives and how these tie into, support or impedes organizational strategic objectives

- Manage scope throughout the project duration. Maintains accurate program estimates, timelines, project plans, status reports
- Manages and tracks team velocity, financials in relation to the plan and published progress reports
- Possesses high level understanding in the areas of web application programming, content management systems, API, database and system design
- Provide process improvement recommendations based on best practices and industry standards
- Resolves conflicts by demonstrating leadership and appropriate decision-making competencies
- Responsible for complex program management tasks and development of standards and processes for scheduling, administration, and accounting.
- Understands, tracks and articulates issues / risks / action items; work with responsible owners to address the items on a timely basis; update the appropriate stakeholders as needed

Qualifications:

- 5-7+ years of Technical Project Manager experience with gradually increasing responsibilities and a demonstrated understanding of Project Management processes, artifacts and tools
- A record of accomplishment as a coach, mentor, and developer of talent
- Ability to independently manage the operational aspects of ongoing projects and serves as liaison between project management and project team
- An ability to drive to big picture goals and milestones while valuing and maintaining a strong attention to detail
- An ability to quickly identify and drive to the optimal solution when presented with a series of constraints
- Demonstrated ability in people management, strategic planning, risk management, change management, project management
- Excellent judgment, analytical thinking, and problem-solving skills
- Experience in business process mapping or operational redesign / improvement
- Experience working with quality management approaches, techniques, and principles to ensure quality
- Full understanding of software development lifecycle best practices
- Knowledge of both theoretical and practical aspects of project management
- Self-motivated individual that possesses excellent time management and organizational skills
- Strong cross-functional collaboration skills, relationship building skills and ability to achieve results without direct reporting relationships
- Strong oral and written communication skills and the ability to present a polished, professional, and diplomatic image to all stakeholders
- Strong sense of personal responsibility and accountability for delivering high quality work

Good to note:

PSDI is a great place to work and we provide a dynamic inclusive work environment that supports health workers so they can improve the lives of people as a proud national employer with an **equal opportunity**. We consider qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by law, and requires affirmative action to ensure equality of opportunity in all aspects of employment. This is also to include inquiry about, disclosing, or discussing their compensation or the compensation of other applicants or employees.