

Project Management

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Technical Analysis & Operations

Sub-Job Family: Project Management

Overview: The Project Management sub-job family plays a critical role in ensuring that research projects are well-planned, efficiently executed, and contribute to the organization's overall mission and objectives. It ensures that projects and resources are effectively managed which helps to maximize the impact of research initiatives.

Jobs in this sub-job family will scope, define, manage and deliver projects to time, cost and quality standards in response to the needs of the institution. It involves understanding what needs to be achieved in projects, managing project interdependencies, arranging and managing resources to deliver projects, assessing risks, monitoring progress, delivering end results and reviewing lessons learned.

Level	Profile	Purpose
1	Project Coordinator	Jobs at this level provide routine internal support to projects to ensure the smooth and efficient execution of research project. The level of support includes update and maintain data records, produce routine reports as requested, assist in the preparation of documents and other supporting materials.
2	Project Manager	Jobs at this level lead project delivery for one or more major projects, setting appropriate time, cost and quality targets, manage several project teams and cross-functional relationships, plan overall resource requirements to balance project needs with costs, innovate and continuously improve project management processes
3	Project Director	Jobs at this level provide leadership and oversight for organization's research projects, shaping project guidelines, protocols and objectives in alignment with the organization's mission. They lead and guide project teams, ensuring highest standards of quality, integrity and innovation in project delivery. They collaborate with interdisciplinary teams, stakeholders, and external partners to integrate research activities, drive research excellence, and maximize impact.

Level 1: Project Coordinator

Job Purpose:

Jobs at this level provide routine internal support to projects to ensure the smooth and efficient execution of research project. The level of support includes update and maintain data records, produce routine reports as requested, assist in the preparation of documents and other supporting materials.

Accountabilities:

Description	Key Result Areas
1. Assist in the development of project plans, including defining objectives, scope, and deliverables	<ul style="list-style-type: none"> Effective project plans that meet objectives
2. Manage project resources, including budgeting, procurement of equipment and supplies, and allocation of personnel.	<ul style="list-style-type: none"> Efficient resource allocation for projects
3. Monitor project progress against established timelines, compliance against safety standards and address potential delays	<ul style="list-style-type: none"> Timely completion of projects
4. Undertake a range of standard support activities e.g. processing invoices, preparing support documentation to maintain and distribute accurate project information and ensure smooth project progress	<ul style="list-style-type: none"> Smooth facilitation of project progress and achievement of project objectives
5. Prepare the documentations / proposals required for fund applications and ensure that documents prepared meet the requirements of fund providers	<ul style="list-style-type: none"> Preparation and submission of fund application
6. Conduct routine inspections/audits to ensure quality and safety standards are met	<ul style="list-style-type: none"> Adherence with various standards
7. Maintain accurate and up-to-date project documentation, including meeting minutes, progress reports, and other relevant records	<ul style="list-style-type: none"> Well maintained and organized records
8. Identify and address issues that may arise during the course of the project	<ul style="list-style-type: none"> Timely identification and resolution of issues
9. Identify potential risks to the project and raise these issues for discussion	<ul style="list-style-type: none"> Risk mitigation and awareness of corrective actions if needed

Qualifications & Experience:

- Bachelor's degree in a related field
- 2 – 4 years of relevant experience

Technical Competencies:

- Proficiency in data management and analysis tools to manage and organize project-related data
- Skills in document management and record-keeping systems to maintain accurate and up-to-date project documentation.
- Familiarity with research tools to analyse and audit the data to ensure compliance with regulations and standards
- Knowledge of risk management principles to identify and address potential risks to project success.
- Understanding of project coordination best practices to support the smooth and efficient execution of research projects.
- Experience in project management

Behavioural Competencies:

- Communication Skills: Ability to communicate and liaise effectively with various stakeholders involved in the projects.
- Collaboration: Willingness to work collaboratively with project teams, stakeholders, and external partners to achieve project goals.
- Time Management: Strong time management skills to efficiently allocate time and resources to various project tasks and responsibilities.

Representative Jobs:

- Research Project Coordinator
- Study Coordinator
- Clinical Study Coordinator