

## 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.

<b>Level</b>	<b>Profile</b>	<b>Purpose</b>
<b>1</b>	<b>Project Coordinator</b>	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.
<b>2</b>	<b>Project Manager</b>	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
<b>3</b>	<b>Project Director</b>	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 2: Project Manager

### Job Purpose:

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

### Accountabilities:

Description	Key Result Areas
1. Manage multiple projects at the same time and ensure they are implemented within the agreed upon time scale	<ul style="list-style-type: none"> <li>Timely completion of projects</li> <li>Adherence to project timeline</li> </ul>
2. Define and document the project scope, targets/objectives and high-level project plans for various projects	<ul style="list-style-type: none"> <li>Well defined project scopes and timelines</li> </ul>
3. Assemble and lead a project team and negotiate to acquire external resources as needed to meet project objectives within quality, cost and time constraints	<ul style="list-style-type: none"> <li>Wide sourcing of resources</li> <li>Efficient resource allocation for projects</li> </ul>
4. Regularly review project progress with the team to ensure project activities are optimised and resources used most effectively	<ul style="list-style-type: none"> <li>Ensure proper utilization of resources</li> </ul>
5. Report on project status and performance against plan and budgets to inform/support senior level decision making	<ul style="list-style-type: none"> <li>Routine project updates to senior level management</li> </ul>
6. Ensure fund budget spending aligns with the rules and regulations of fund providers	<ul style="list-style-type: none"> <li>Ensure utilization of fund based on fund providers' requirements</li> </ul>
7. Identify potential risks to projects and develop risk mitigation strategies for various projects	<ul style="list-style-type: none"> <li>Risk mitigation and awareness of corrective actions if needed</li> </ul>
8. Provide guidance and training to project team members, ensuring everyone understands their roles and responsibilities	<ul style="list-style-type: none"> <li>Effective enablement and training</li> <li>Alignment of roles and responsibilities</li> </ul>
9. Oversee routine inspections/audits to ensure quality and safety standards are met	<ul style="list-style-type: none"> <li>Adherence with various standards</li> </ul>

10. Ensure project team members maintain accurate and up-to-date project documentation	<ul style="list-style-type: none"> <li>Well maintained and organized records</li> </ul>
11. Assist in the preparation of fund proposals and manage contracts with external partners	<ul style="list-style-type: none"> <li>Proper documentations for fund proposals and contracts</li> </ul>

### Qualifications & Experience:

- Bachelor's degree in a related field
- 5 –9 years of experience in project management

### Technical Competencies:

- Expertise in resource allocation and management to ensure optimal utilization of project resources within budget constraints.
- In-depth knowledge of project governance principles to establish effective project governance structures and decision-making processes.
- Experience in stakeholder management and communication to establish and maintain effective communication channels with project teams and external partners.
- Experience in project reporting and performance monitoring to provide regular updates on project status and performance to senior management.
- Familiarity with various research methodologies to contribute to the design of research projects and ensuring alignment with project goals.
- Ability to assist in the development of project budgets and fund management processes.
- Strong experience in project management

### Behavioural Competencies:

- Management Skill: Ability to manage and guide project team members throughout the course of the project.
- Problem-Solving: Capacity to identify issues or challenges and propose practical solutions to overcome them.
- Team Building: Skill in building and nurturing high-performing project teams, fostering collaboration and cohesion among team members.
- Initiative: Proactive approach to taking ownership of tasks, seeking opportunities for improvement, and contributing ideas to enhance project outcomes.
- Detail-Oriented: Being detail-oriented to ensure proper documentation and compliance with standards across multiple projects.

### Representative Jobs:

- Project Manager
- Field Coordinator