

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 3: Project Director

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Provide leadership and direction for the organization's research projects, ensuring alignment with the organization's mission and goals.	<ul style="list-style-type: none"> Alignment with organizational mission and goals. Effective project governance and decision-making
2. Oversee the implementation of multiple projects, ensuring they are executed within agreed-upon timelines and budget constraints while maintaining quality standards.	<ul style="list-style-type: none"> Timely completion of projects and maintenance of quality standards
3. Establish and maintain effective communication channels with project teams, stakeholders, and external partners, providing regular updates on project status and performance.	<ul style="list-style-type: none"> Open communication channels with stakeholders with regular updates
4. Monitor project budgets and expenditures, ensuring compliance with funding regulations and organizational financial policies.	<ul style="list-style-type: none"> Compliance with fund regulations and financial policies Efficient allocation and utilization of funds
5. Foster a culture of innovation and continuous improvement, encouraging creativity and collaboration to drive research excellence.	<ul style="list-style-type: none"> Implementation of innovative practices and continuous improve in methodologies
6. Resolve complex funding scenarios through liaising and consulting with various key stakeholders	<ul style="list-style-type: none"> Resolution of complexities related to funds
7. Proactive in identifying prospective projects and map regional and international opportunities while ensuring that key documents are complete, compliant and submitted on time	<ul style="list-style-type: none"> Identification of project opportunities Timely submission of project proposals and documents
8. Train junior and support staff in regulatory/financial/legal aspects of managing funds	<ul style="list-style-type: none"> Competency enhancement in regulatory and financial areas

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9. Ensure project documentation is accurate, up-to-date, and accessible, maintaining comprehensive records of project activities, decisions, and outcomes.	<ul style="list-style-type: none"> Well-organized and accessible project records Documentation alignment with project objectives
10. Collaborate with senior leadership to align project initiatives with broader organizational strategies and priorities, contributing to the overall success and impact of the organization's mission.	<ul style="list-style-type: none"> Strategic alignment of projects with organizational goals
11. Identify, assess, and mitigate potential risks to project success, conducting comprehensive risk assessments and ensuring proactive measures are in place to minimize negative impacts	<ul style="list-style-type: none"> Proactive risk identification and assessment Implementation of risk mitigation strategies

Qualifications & Experience:

- Bachelor's Degree in a related field
- 10 - 12 years of experience in project management

Technical Competencies:

- Advanced proficiency in project portfolio management to oversee the implementation of multiple projects and prioritize resources / fundings accordingly.
- Expertise in strategic stakeholder engagement to cultivate strong relationships with stakeholders and advocate for research priorities.
- Knowledge of organizational governance principles to ensure projects align with organizational strategies and priorities.
- Ability to develop and implement risk management strategies at an organizational level to mitigate risks to project success.
- Proficiency in funds management and resource allocation at an organizational level to ensure effective utilization of resources across projects.
- Experience in performance management and evaluation to assess project performance and identify areas for improvement.
- Negotiation skills to navigate complex funding scenarios and secure funding for research projects.

Behavioural Competencies:

- Leadership Skill:** Ability to lead, coach and inspire project team members throughout the course of the project.
- Communication and Influencing Skills:** Ability to communicate effectively with various stakeholders and project team members to support and work towards the goal of various projects.
- Opportunity Identification:** Demonstrates a keen ability to identify and evaluate potential project / funding opportunities for project expansion, diversification, or innovation.
- Risk Management:** Aptitude for identifying and mitigating project risks and implementing risk management strategies to minimize negative impacts.



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- Adaptability: Flexibility to adjust to changing project requirements and work effectively in dynamic environments.
- Ecosystem Engagement: Engages with the broader research ecosystem to identify collaborative opportunities and synergies that could amplify project impact and value.

Representative Jobs:

- Grant Office Manager