



## Vacancy Notice

No. INT01975

INTERPOL is the world's largest international police organization, with 194 Member Countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime. INTERPOL is now looking for qualified candidates as Project Manager.

INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Applicants from the underrepresented member countries and qualified female candidates are strongly encouraged to apply. INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL Member Countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

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Job Title:	Project Manager
Reporting To:	Depending on projects
Location:	One of INTERPOL Duty Stations – depending on the projects
Duration:	Depending on projects – up to 3 years**, Fixed-Term contract*
Grade:	5
Number of post:	Roster
Level of Security screening:	Basic
Deadline for applications:	Until 24 February 2019 *

\* Candidates holding a fixed-term or an indeterminate contract against a regular budget post – if appointed, the Organization commits to retain the internal applicant's current type of contract during the assignment to the project and to reassign the official to a post consistent with his/her qualifications and experience at the end of such assignment, as validated by the Executive Committee in its 186th Session in the framework of the M2P programme. The assessment of applications will be carried out taking into account primarily the interest of the Organization and the recruitment requirements.

Only professional experience for which candidates can provide official proof of employment will be considered. Candidates could be requested to provide copies of such official documents prior to interviews/test.

\*\* This selection exercise will be used to generate a reserve list of suitable candidates that will be used to address Organization's staffing needs in the future.

These positions are, either financed by funds external to the Organization or linked to the temporary replacement of a Staff Member of the Organization and carries, in principle, no expectation of renewal. (Any potential subsequent extension will be subject to the terms of the Organization's Staff Manual and to availability of funds, to satisfactory performance and to the return of the concerned Staff Member to the post).

Tests/interviews in connection to this selection procedure will likely take place approximately 4 weeks after the deadline for applications. Applicants are kindly requested to plan their availability during this period accordingly, in case they are short-listed.

Selected candidates will be expected to report for duty approximately one (1) month after receiving an offer of employment at the latest.

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*INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL member countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.*

*INTERPOL places no restrictions on the eligibility of candidates, without distinction as to race or ethnic origin, religion, opinions, gender, sexual orientation or disabilities. However, the national policy and laws in force in INTERPOL host countries may mean that staff members' spouses or partners, while legally recognized by the Organization, are not given the same recognition when they reside in certain duty stations. When this is the case, the Organization will inform the candidates accordingly to ensure that they are aware of the situation and allow them to make an informed decision.*

## INTRODUCTION OF POST

Under the supervision of the respective Project Coordinator, Senior Project Manager, Programme Manager, Head of Programme, or Assistant Director; the incumbent is responsible for managing the initiation/execution/evaluation of one or a series of assigned projects and for the development of new ones. In this regards s/he is responsible for managing all aspects related to the entire life cycle of the project(s). The incumbent may also be responsible for representing the assigned project(s) at meetings and conferences, often in front of large audiences, on behalf of the Organization. S/he will have a functional line to the Project Portfolio Management Office (PPMO) in order to support her/him in her/his duties and activities.

## PRIMARY DUTIES

### DUTY 1

#### Plan, execute and close assigned project(s)

- Plan and efficiently manage the day-to-day implementation of the project as approved by the Project Owner, ensuring on-time delivery, within scope and budget, following the Project Management Guidelines and methodology
- Track and supervise project execution. Provide project planning adjustments (by modifying the scope, schedule or budget) and initiate exception reports, project revisions and related activities when necessary
- Provide and update project documentation including financial records, when applicable, and provide progress reports for different stakeholders and purposes according to the needs of the Organization
- Identify, assess, plan and implement risk management procedures. Elaborate risk mitigation plan
- Continuously analyzes the project context (internal and external) assessing pertinence and guaranteeing alignment with the Organization's goals and strategic framework
- Brings project to a close, conducts project performance evaluation and captures lessons learned
- In the case of multiple assignments to different units, the subject may be directly supervised by PPMO.

### DUTY 2

#### Project monitoring and follow-up budget

- Manage and monitor all project activities and produce narrative and financial reports as per Project Management guidelines and funding agreements
- Administer project budgets, including reviewing and preparing all respective financial commitment within the boundaries of the allocated budget for approval by the supervisor/budget holder
- Ensure resources availability and allocation for the project.

## DUTY 3

### Team management

- Manages and guides project team's daily activities, making optimal use of allocated resources
- Facilitate cooperation between project team members and assign duties accordingly
- Collaborate with internal and external project partners in a matrix-functioning Organization

## DUTY 4

### Project development and documentation

- Is responsible for creating all management documentation in accordance with Project Management guidelines
- During the initiation phase of new projects (or follow-up projects), produce (independently or as a member of a team and in collaboration with the different business areas) business cases (concept notes, project proposals) including budget and resource estimates. Involve relevant stakeholders in order to support the definition of the project scope and objectives
- In accordance with INTERPOL Strategy, promote the project's value outside the Organization and collaborate effectively with project stakeholders

## DUTY 5

### Representational and administrative duties

- Coordinate the organization of different project-related events with experts of other INTERPOL units and external partners (i.e. trainings, conferences, meetings, etc.)
- Provide regular and timely ad-hoc activity reports to the hierarchy
- Provide support in the overall development and implementation of the unit's activities
- Represent the project and/or assigned Unit at external events, conferences and meetings, when required, accurately reflecting the organizational positioning with regards to the subject matter.
- Perform all other functions, duties, and responsibilities that may be necessary to insure the smooth functioning of the Sub-Directorate/Project/Team as required by the hierarchy.

## REQUIREMENTS

Please only include professional experience for which you can provide official proof of employment (i.e. pay-slip indicating your functional title, work certificates, etc.). You could be asked to provide copies of such documents prior to interviews/tests. Any discrepancies found between the information stated in any of your application documents and the evidence of employment provided, will be considered misrepresentation and may lead to your disqualification from this selection procedure. This is especially important for your current and previous functional titles (they need to be exactly the same as the one in your contractual agreement), exact dates of employment, description of responsibilities and achievements, reason(s) for leaving and part-time work.

**All candidates will be assessed on the under mentioned requirements.**

### 1.1 Training/Education required

- Three-to-four years' education at an accredited University or other specialized higher education establishment in a relevant field;
- Certification in the field of project management, e.g. PRINCE 2 practitioner level or PMP certification.

### 1.2 Experience required

- A minimum of 3 years' experience managing projects or other relevant area. A minimum of 10 years' relevant experience is required if the post holder does not have the required level of education or certification;

- Experience with law enforcement agencies will be considered as an asset;
- Experience working in an international or multicultural environment would be an asset.

### 1.3 Languages

- Proficiency in English (written and oral);
- Working knowledge of any of the other official languages of the Organization (Arabic, French or Spanish) will be considered an asset and for some posts, a requirement.

### 1.4 Special abilities required

- Strong IT skills to use computer-based project management tools
- Leadership to take on roles such as motivator, communicator and facilitator
- Effective communication skills to ensure sufficient information is available to project team and top management on project objectives, status, changes, organizational standards and beneficiaries' needs
- Teamwork, particularly the ability to collaborate effectively
- Feedback capabilities in order to maintain an understanding of the overall project and its environment so that concerned parties are able to review the project's status
- Problem-solving skills to tackle problems when they arise, trace them back to the root cause and craft solutions
- Self-motivated, methodological, and work collaboratively in a team or individually while meeting deadlines
- Proficiency of oral presentation to communicate effectively with team members, management and stakeholders
- Ability to develop and maintain professional networks
- Demonstrated personal and professional maturity to work in an international and multidisciplinary environment
- Conflict management and negotiation – conferring with others to come to terms with them or to reach an agreement

## 2 WORKING CONDITIONS

- Remuneration for appointment on contract: The starting salary for a grade 5 post is EUR 3602 per month for a step 1. The starting point is step 1 and for every 3 years of fully relevant experience one additional step will be granted.
- The successful candidate may be offered appointment on a higher step depending upon professional background and experience. For more information regarding conditions of service see [Employment conditions for contracted officials](https://www.interpol.int/Recruitment/) available on the Organization's career website (<https://www.interpol.int/Recruitment/>).
- The incumbent may occasionally be required to work occasional overtime based upon workload and to go on missions.

In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

INTERPOL has four official languages: English, French, Spanish and Arabic.

INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade or to make an appointment with a modified job description or for a shorter or longer duration than indicated above.

INTERPOL would like to inform candidates that their application may be considered for other similar positions.

INTERPOL operates a non-smoking policy.