

**PROJECT MANAGER (D.1), FUNCTIONAL REVIEW
IMO BUSINESS PROCESS REVIEW
ADMINISTRATIVE DIVISION**

<p>Vacancy announcement: V.N. 18-12 Admin number: ADMIN/18/42 Contract Information: This is a project post and is fixed-term for two years (first year is probationary). The contract may be extended subject to approval and funding.</p>	<p>Date of Issue: 9 April 2018 Deadline for applications: 7 May 2018 Salary: US\$ 97,805 net per annum, plus post adjustment (currently US\$ 72,082). Staff with primary dependents (subject to eligibility) will receive an additional allowance of 6% of the net salary plus post adjustment. Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please click here.</p>
<p>Purpose of the post Under the overall supervision of the Director of the Administrative Division, the incumbent will lead a programme to transform structures and processes at IMO. The incumbent will manage assignments through the entire project lifecycle working closely with business owner's teams and the Steering Committee of the project.</p> <p>For a detailed job description, please refer to page 2.</p>	<p>Required competencies</p> <ol style="list-style-type: none"> Proven analytical and organizational skills in coordinating activities and resources, with the ability to focus on outcomes and thorough implementation of activities. Demonstrated problem solving, process improvement and decision-making skills. Proven ability to harness ideas and produce successful outcomes. Ability to engage with a variety of stakeholders and to negotiate and influence effectively to build consensus and achieve objectives. Excellent ability to draft and edit reports and articulate complex issues and positions in a clear and accurate manner to a variety of audience.
<p>Professional Experience Minimum of 12 years of relevant and seasoned professional experience, including 3 years in a senior management position, in the United Nations or Government service.</p> <p>Education Advanced university degree in Management, Information Technology, Business Studies or other relevant subjects. Masters in Business Administration (MBA) is preferred. Professional project management qualifications.</p> <p>Language skills Advanced level of proficiency in English, both written and oral, is essential. Proficiency in another official language(s) of the UN will be desirable.</p> <p>Other skills Ability to clearly and articulately present concepts and strategies on a broad range of initiatives. Experience in a Business Analyst function (documenting business requirements and processes). Demonstrated experience in end-to-end project management, managing cross-functional initiatives and process/change management. Understanding of systems such as SAP and United Nations administrative business processes is an advantage.</p>	
<p>How to apply Applications must include an up to date Personal History Form (also available from our website www.imo.org) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications must be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.</p> <p>Please state Vacancy Number 18-12 as well as the title of the post in the subject line.</p> <p>Please do not send applications via multiple routes.</p> <p>Your application will be acknowledged only in the case that you are short-listed for an interview.</p>	

*This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply.
IMO will make every effort to facilitate the employment of persons with disabilities.*

MAIN DUTIES AND RESPONSIBILITIES

Drawing from strong experience and background in reviewing business structures and workflows in organizations to include United Nations Organizations, the incumbent will work with a diverse team to manage projects from concept to implementation and keep organization-wide stakeholders informed at all stages. The incumbent will get into the details of complex analyses without losing sight of the overall objective. When working on multiple streams at once, intuitively know which issues to highlight and can bring key decision makers together to come up with effective solutions. Once a project is completed, the incumbent must clearly communicate the results and draw the key learnings for senior management. You are efficient and organised, making the most of everyone's abilities and holding the team to a high standard.

You will work closely with business teams across the business delivery areas of the International Maritime Organization, leveraging your knowledge of organizational design, business processes and systems, to develop systems solutions that meet business requirements.

- 1 Lead, manage and collaborate with business owner team to document workflows, identify gaps, propose improvements and drive consensus to achieve agreed set of requirements. Create business cases and business requirements documents, and develop test plans.
 - 2 Structure projects with stakeholders, define project goals and risks to execution, drive projects through the entire project lifecycle, including clearly communicating status, risks and remediation plans to executive stakeholders.
 - 3 Establish and lead group meetings. Create regular project statuses and executive reporting. Track accomplishments, milestones, key issues and/or change controls.
 - 4 Define and monitor key metrics in order to measure business impact of process improvements.
 - 5 Work with business owners to deliver change management to ensure new processes/technology can be deployed effectively during implementation phase.
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