



# NPOKI

Better Performance • Better Nonprofits

## JOB DESCRIPTION

<b>TITLE:</b>	Project Manager, Consultant
<b>PROGRAM:</b>	NonProfit Organization Knowledge Initiative (NPOKI)
<b>REPORTS TO:</b>	Director of Special Projects
<b>LOCATION:</b>	Negotiable
<b>SALARY :</b>	Negotiable; commensurate with experience

The NonProfit Organizations Knowledge Initiative (NPOKI) is a new collaboration of international health organizations and global funders. NPOKI's members are at the forefront of providing access to safe and affordable health services, working in conjunction with national health ministries and local NGOs, including a focused response to the spread of HIV/AIDS.

### NPOKI Mission Statement:

NPOKI advances the life-saving missions of international health organizations by harnessing technology to optimize performance and by promoting the open exchange of knowledge.

### We offer our members and customers:

- A comprehensive set of tools to manage complex health programs around the globe and to enable results-based decision-making
- Opportunities to collaborate and share effective practices using emerging technologies
- Technical assistance for systems integration and custom solutions

To learn more about NPOKI, you can visit our website at [www.npoki.org](http://www.npoki.org).

## I. OVERALL SCOPE:

The Project Manager/consultant has responsibility for coordinating the full development cycle of one of several NPOKI Proof of Concept projects. These software development projects all share a similar time frame (9 months to one year), similar scope of work (limited to essential features to ensure attainability) and similar resources (limited number of developers and staff/member

participants). The consultant is responsible for managing assigned staff, other consultants, and member participants related to this function. The consultant works closely with the Manager of Programs and the System Architect to make certain that the projects run smoothly, and are finished on time and on budget. In addition, the project manager will work with the participating member organizations to make certain communication is timely and accurate, and that their project needs are met.

**II. RESPONSIBILITIES/ACTIVITIES/DELIVERABLES:**

- Hiring and supervision of project consultants
- Negotiation of Memorandum of Understanding (MoU) with participants (members)
- Scheduling, coordination and documentation of system requirements/ design meetings
- Scheduling and supervision of software development process
- Scheduling, planning and supervision of implementation process
- Coordination of the making and publishing of Manual and Training tools
- Final report to project Funders

**III. OTHER TEAM ROLES & RESPONSIBILITIES:**

Title	Responsibilities
Project Manager:	Project deliverables, dates, and communication
System analysts and architect:	Analyze immediate needs of 2 or 3 other possible users, design/ prototype and agree new features/ adaptations (UI an backend), produce specifications, supervise outcome. Collaborate/ revise documentation/ training materials.
Lead Developer	ASP.net developer
Project Associate:	Testing. Animations, online help, manuals Trainer. Support
Content specialist:	Knowledge of specific content area i.e. M & E, grants management
Technical Assistance:	Installing & configuring hardware and software, resolving technical issues, testing, etc.
Content Expert:	Interface with pilot application, business descriptions and subject area definition, testing.

**IV. LENGTH OF ASSIGNMENT:**

The project manager/consultant will be engaged for a period of approximately one year, up to and including the roll-out of the project software to the appropriate member organizations, and the finalization of the documentation and training materials.

**V. KNOWLEDGE, SKILLS AND ABILITIES:**

As a member of an innovative, growing, and virtual health technology organization, the Project Manager must be an insightful strategist, and an outstanding communicator who can build dynamic relationships as well as engage key stakeholders in realizing project goals. Desired characteristics include: well organized, flexible, able to handle multiple tasks, juggle priorities, work under pressure, able to communicate cross-culturally with international staff, able to work independently with minimum supervision, statistical aptitude, customer satisfaction oriented. To that end, we seek a candidate with the following characteristics:

1. A commitment to the values and mission of NPOKI
2. Expert knowledge in the classic software development cycle.
3. Demonstrated leadership as a project manager at a nonprofit organization; demonstrated skills at directing and motivating staff and volunteers, based on sound business processes.
4. Outstanding organizational and interpersonal skills combined with an ability to prioritize demands.
5. A persuasive communicator (written and verbal) with an engaging intellect.
6. An ability to inspire trust, to organize people into teams and to motivate them to work well together.
7. Able to think creatively and broadly to enable and implement a project.
8. Knowledge of client needs and perspectives.
9. Experience in research and data analysis.
10. Able and willing to travel.

Specific technical skills include:

- Knowledge/ experience in Monitoring and Evaluation/Performance management theory and practice
- Experience in coordinating the execution of software projects on web environment.
- Advance analytical skills. Matching MS excel skills, including pivot tables/ OLAP cubes and reporting technologies.
- Impeccable writing for technical and non technical audiences
- ASP.net preferred, but not essential

Curriculum should include portfolio with:

- Software development coordination case study
- Software implementation case study
- Documentation/ Training material coordination/ making (sample)

In addition, the successful candidate will have a strong background in systems integration, and be quick in grasping both 'the big picture' as well as the minute details. Familiarity with enterprise operations systems, like accounting and payroll systems, HR systems, and development systems is a plus.

#### **EDUCATION, EXPERIENCE & CERTIFICATIONS:**

1. Bachelors Degree or equivalent level of experience.
2. Minimum of 5 years progressive experience in all aspects of project management.
3. Experience with international nonprofit organizations doing work in low resource areas

#### **COMPENSATION:**

Compensation for the Project Manager position will include a competitive salary, but no benefits.

#### **TO APPLY:**

Interested candidates should send their electronic resume with a cover letter to:

Surya Ganguly

NPOKI

[sganguly@npoki.org](mailto:sganguly@npoki.org)

No phone calls, please