



NPOKI

Better Performance • Better Nonprofits

JOB DESCRIPTION

TITLE:	COHORT Project Consultant
PROGRAM:	NonProfit Organization Knowledge Initiative (NPOKI)
REPORTS TO:	Director of Projects/COHORT Project Manager
LOCATION:	New York City (some virtual work possible)
SALARY :	Negotiable; commensurate with experience

The NonProfit Organizations Knowledge Initiative (NPOKI) is a collaboration of international health organizations and global funders. NPOKI 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 and access to sexual reproductive health.

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.

I. OVERALL SCOPE:

The COHORT Project Consultant assists our clients – international global health NGOs – during the complete project life cycle of a COHORT implementation. COHORT is a new Enterprise Portfolio and Project management (PPM) solutions suite from Partners International Inc. (The for-profit equivalent would be an ERP suite). The consultant is responsible for managing assigned

staff and other consultants, and working with member participants related to this function. The consultant will work closely with NPOKI management and Partners International staff to ensure that the projects run smoothly, and are finished on time and on budget. In addition, the project manager works with the participating member organization stakeholders – typically COOs or CFOs – to ensure timely and accurate project communications and that their project needs are met. Another benchmark for the successful implementation of COHORT will be to ensure grant database management, data analysis, record keeping and information sharing is available with a particular focus on coordination with the M &E Task force with regard to program indicators, the Finance Department, with regard to the Chart of Accounts, and the Executive Department, with regard to dashboard reporting and overall technology strategy.

II. RESPONSIBILITIES/ACTIVITIES/DELIVERABLES:

- Meeting with key stakeholders in the client (member) organization to understand and document requirements
- Reading product literature and training with COHORT product managers to become knowledgeable at the “expert user” level
- Designing a COHORT implementation, including scoping, analysis & configuration
- Providing support for the COHORT installation
- Writing, reviewing, editing COHORT user documentation
- Providing training and coaching of key-users during the project
- Hiring, training, and supervising other project consultants
- Writing final report and presenting to clients (members)

III. LENGTH OF ASSIGNMENT:

The project manager/consultant will be engaged for a period of approximately one year, up to and including the date of roll-out of the PPM software to the appropriate member organizations, and finalization of the documentation and training materials. After that time, with the agreement of both parties, a new contract may be negotiated.

IV. KNOWLEDGE, SKILLS AND ABILITIES:

As a member of an innovative, growing, health technology organization, the Project Manager must be an insightful strategist, and an outstanding communicator who can build dynamic relationships and engage key stakeholders in realizing project goals. Excellent communications/people/team-building skills are paramount. To that end, we seek a candidate with the following characteristics:

1. A commitment to the values and mission of NPOKI
2. Expert knowledge of classic project and enterprise ERP software implementations
3. Demonstrated leadership as a project manager; demonstrated skills at directing and motivating staff and volunteers from around the world to work well together
4. Outstanding organizational and interpersonal skills combined with an ability to prioritize demands
5. A persuasive communicator, written and verbal
6. Able to think creatively and broadly to enable and implement a project
7. Able to work independently with minimum supervision
8. Experience in research and data analysis
9. Able and willing to travel internationally

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 other 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 consulting experience in all aspects of project management and deploying enterprise business applications
3. Experience with international nonprofit organizations doing work in low resource areas preferred
4. PMI, ITIL or equivalent project management credentials preferred

COMPENSATION:

Compensation for the COHORT Project Consultant position will include a negotiated daily rate, but no benefits.

TO APPLY:

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

Surya Ganguly
NPOKI
sganguly@npoki.org

No phone calls, please