

PROJECT PLANNING MANAGER

Reports to: Director Center of Expertise for Industrial Land Development

Under the supervision of the Director of the Center of Expertise for Industrial Land Development (CEILD) and in conjunction with the Compact-level Project Management Office (PMO), the Project Planning Manager will be responsible for developing Activity and sub-activity work plans, budgets and regular reporting and communication mechanisms, designed to enable the Director CEILD Activity and the sub-Activity Directors to effectively assess, manage and report on physical and financial progress of all CEILD Activities and sub-Activities. The goal is to ensure the Activity Team has up to date and relevant information with a focus on delivering the intended activity results on time and within budget.

To perform this role successfully, the Project Planning Manager will work with the Director CEILD, the sub-Activity Directors (Pilot Projects, FONZID and Technical Assistance), as well as the project-related cross-cutting and subject matter specialists (collectively referred to as “The Activity Team”) to accomplish the following tasks:

- Review overall objectives of the Industrial Land activity.
- Review key compact milestones, such as quarterly disbursement requests and procurement implementation plans.
- Develop a work breakdown structure (WBS) of tasks and budgets for each sub-Activity, which will include work packages (WPs - the lowest level of tasks for which a duration and cost can be estimated), and which will be rolled up to an Activity level MS Project master schedule, which in turn will be consolidated in Project and Compact level schedules.
- Prepare the weekly / monthly and quarterly schedule reports and progress curves for each sub-Activity and Activity.
- As contracts are signed related to the WPs, update the work plan to ensure the detailed schedules developed by contractors, as per their scope of work, are consistent with the Activity Master Schedule.
- Work with the Activity Infrastructure Manager to lay out sub-schedules related to construction work packages.
- Participate in Activity and sub-Activity team meetings and maintain liaison with the teams regarding scheduling activities and assist them in determining schedule priorities.
- Develop schedule variation reports from the baseline schedule and clarify risks to be addressed by the Activity Teams.
- In collaboration with the Compact PMO, develop standard operating procedures and reporting formats for updating of the work plans over the course of each weekly, monthly and quarterly report period.
- Continuously update Industrial Land Activity and sub-activity workplans and budgets and provide ad hoc requested information and reports to the Director of the CEILD and the sub-activity directors as management needs arise.
- In collaboration with the Compact level PMO, test and improve the generation and updating of the work plans on at least at monthly basis to generate monthly project reports and quarterly reports, the latter of which will be rolled up to the Compact level quarterly narrative reports.

Experience and knowledge requirements:

- Minimum 8 years of experience of program and project management
- Bachelor's degree in a relevant field of engineering, management or other relevant field
- Project management training and/or certification
- Exhibited knowledge and experience with computer tools needed to manage cost, schedule and reporting mechanisms.
- Exhibited proficiency in Microsoft Project
- Ability to work with multiple objectives and multidisciplinary teams.
- Ability to work with international teams.
- Written and spoken fluency in French required and at least working knowledge of English and Arabic an advantage.