

PROJECT MANAGEMENT OFFICE (PMO) MANAGER

Reports to: Director General

Under the supervision of the Director General and coordinating closely with the Deputy DG-Projects and Deputy DG-Support, the PMO Manager will be responsible for ensuring that appropriate program management tools and processes are put in place to ensure delivery of the two Compact Projects. Given that each project has particular objectives, timelines and budgets, the role of the PMO is to help Compact Management and each Project Team to develop and implement processes that will empower them to deliver the project's results.

The PMO Manager will be assisted by a consultant, whose mandate will be to work with the PMO Manager in conceiving and putting in place, testing and implementing the essential program management tools and processes. This will include the following tasks:

Initial Set up, test and operationalize management tools and processes

- Review overall compact and project objectives.
- Review key compact milestones, such as quarterly disbursement requests and procurement implementation plans.
- Review MCA organization chart and human resources, including dedicated project personnel, cross-cutting technical services personnel and those of implementing entities.
- For each project, identify key workflows, responsibilities, internal communications and document management processes critical to the delivery of Compact results within the limited time frame.
- Work with each project, and for the Compact as a whole, to develop a series of key management tools and standard processes focused on achieving quality results that meet MCC standards within the Compact time frame and budget. This would include, but necessarily be limited to:
 - Project-level Work Plans and Budgets, which are consolidated to a Compact-level Master Work Plan and Budget.
 - Document Management System(s) (DMS).
 - Work flow and document management processes for key activities for each project, and involving various project and cross-cutting personnel, for example:
 - Procurement Management
 - Contract Management for services and construction-related project control activities, which will include, but be limited to:
 - Document management
 - Communications and approvals
 - Change management
 - Risk management
 - Establish, test and improve standard operating procedures, guidelines and other requirements for the management processes noted above.

Provide ongoing support and continuous improvement.

- Proactively advise leadership in management issues and decisions as to keep the program on time and budget and in conformance with MCC requirements.

- Update program workflow policies and procedures as needed and submit for approval.
- Update reporting responsibilities and Consultant team roles and responsibilities as needed within the RACI matrix
- Maintain and update as necessary the MCA-Morocco approved control and policy directives system developed in the Base Period to ensure that all program participants follow established guidelines and procedures.
- Assist management of program resources and ensure necessary technical, management and support resources are available to meet the goals and objectives of the program.
- Conduct regular program review meetings and monthly progress meetings.
- Maintain program and document controls systems and generate all reports necessary to assist with MCA-Morocco program management.

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
- Professional qualification in project management methodologies, such as PMI
- Project management certification highly preferred
- Good knowledge of the computer tools needed to manage cost, schedule and documents.
- Working knowledge of Microsoft Project, Primavera or equivalent.
- An ability to work with multiple objectives and multidisciplinary teams.
- Possess an ability to work with international teams.
- Written and spoken fluency in French and working knowledge of Arabic and English desired.