

VACANCY ANNOUNCEMENT

Project Planning Consultant

Posting Title	:	Project Planning Consultant
Type of Contract	:	Consultant
Department/Office	:	Mission Support
Work Location	:	Abidjan
Posting Period	:	16– 23 December 2016
Job Opening number	:	16-HR-ONUCI-161216-J-ABIDJAN (C)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

I - Background:

ONUCI is the UN mission in Cote D'Ivoire. The mission is liquidating and has to finish the liquidation process by 30th of June, 2017. Under the newly established Camp Closure Section (CCS) there is a need for a project planner who will schedule, track progress and expedite camp closure related activities.

II- Scope of Work:

The Project Planning Consultant will perform the following:

- Formulate a Project Plan using MS Project, including individual schedules for each of the camps and other locations.
- Manage and distribute resources accordingly.
- Follow and track task completion, milestones, deliverables and targeted finish dates.
- Provide timely reports regarding the progress of individual and collective projects.
- Coordinate with the different stakeholders to schedule activities in an efficient manner and to avoid slippage and overlapping of tasks.
- Suggest actions to expedite projects lagging in progress.

III- Deliverables

- Individual Project Plans for each premise/location, where all necessary tasks will be mapped and tracked progressively and the resources will be distributed accordingly.
- Summarizing Project Plans for the tracking and reporting in the overall process.

- Reports to summarize at each stage the progress for each individual project, the delayed tasks, the milestones achieved and anticipated completion dates.
- Reports on schedule variations.

IV – Expertise required:

ONU CI will require the services of an experienced Project Planning Consultant with the following qualifications:

- Bachelor's degree in Engineering, with qualifications about Strategic Planning, Project Management or related fields.
- Proficient in MS Project and good knowledge of MS Office.
- Knowledge of process mapping and MS Visio.
- Excellent communication skills

The following experience is also required:

- At least 5 years of progressively responsible experience in program management; Engineering or related field.

V- Duration:

Total duration is anticipated to be up to 6 months.

No fee

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information of applicants' bank accounts.

Applications should be sent electronically to mercyj@un.org and appell@un.org