



HIMALAYAN CATARACT PROJECT

TITLE: Project Manager

POSITION TYPE: Full-time, project-limited

LOCATION: Remote; or based at an HCP office – Waterbury or Norwich, VT; or Silver Spring, MD

ORGANIZATIONAL PROFILE:

Himalayan Cataract Project (HCP | CureBlindness) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout the Asia and Sub-Saharan Africa where lack of access to eye care results in unnecessary blindness. Working with local partners, HCP serves more than 1 million people annually through screening and treatment and provides over 100,000 surgeries, with an annual budget of \$13.1 million. HCP has offices in Vermont and in the Washington, DC metro area. Learn more at www.cureblindness.org

This is an exciting time for the Himalayan Cataract Project. With increased exposure and visibility (MacArthur Foundation *100&Change* Semi-Finalist and April 2017 *60 Minutes* feature), we are expanding our team to meet new challenges, scale our work, and broaden our reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SUMMARY:

Himalayan Cataract Project (HCP | CureBlindness) is looking to hire a US-based Project Manager to work primarily on HCP's Bahir Dar [Ethiopia] Ophthalmology Specialty Center as well as to assist with other HCP projects.

BACKGROUND:

Himalayan Cataract Project (HCP | CureBlindness) is in the process of designing, developing, and constructing a self-sustaining center for eye health to address the existing problem of needless visual impairment in the Amhara Region of Ethiopia. Services provided at the center will be guided by the key principles of affordability, sustainability, high quality, effectiveness scalability and replicability. The business model for the center requires that the center be completely self-sustaining no later than the end of the 4th year of operation.

HCP is looking for a US-based Project Manager to participate in the planning and implementation of the project and who is willing to assist HCP to meet its aggressive goal of creating a self-sustaining center by the end of the 4th year of operation. It is HCP's intent to create a flagship model for eye health that would realize an historic milestone in the delivery of eye care in Ethiopia.

SCOPE OF WORK:

The Project Manager will immediately help coordinate all aspects of the project (financing, construction, operations) and to be actively involved in the design, construction, and hiring of key personnel for the facility. The Project Manager will be expected to lead and work closely with HCP's in-country representatives (In-country Project Manager / Clerk of the Works). The ideal candidate will be a US-based individual with Project Management experience, specifically

experience with the construction planning and operational details and must be able to self-direct and work as a member of a team to make the Bahir Dar Ophthalmology Specialty Center a success. The Project Manager is responsible for planning, overseeing and leading this project through to completion.

HCP is also in the planning stages of establishing a Refractive Surgery Unit in Ethiopia. This project would require the Project Manager to coordinate the planning, fit-up, and operational aspects of establishing the first RSU in Ethiopia with the HCP team (in-country and US) and HCP's proposed partner in Addis Ababa. There is also the possibility of other projects.

This is a senior role at an organization and requires interaction with a range of internal and external stakeholders, most often managing several moving project parts simultaneously. HCP expects this position to be project-limited with the possibility of renewal or expansion.

ESSENTIAL JOB FUNCTIONS:

General duties and responsibilities

These tasks involve developing project plans, monitoring project plans and schedules, organizing and participating in project meetings, and ensuring that deadlines are met in a timely manner.

Overall, the Project Manager is responsible for completing the project(s) as efficiently and promptly as possible by:

- Creating a detailed project management plan and other project documents
- Setting milestones and deadlines
- Creating budget and revenue estimates
- Tracking project performance using appropriate KPIs, metrics, tools, and techniques
- Scheduling and leading project planning sessions
- Coordinating the team throughout all project management phases
- Ensuring that all team members have the required information and resources to carry out their tasks effectively
- Monitoring the team's work time and timesheets
- Managing large and diverse teams and projects (sometimes simultaneously)
- Managing project progress and adapt work as required
- Ensuring project meets both internal and external deadlines
- Managing relationships with contractors, donors, local stakeholders and government officials
- Overseeing all incoming and outgoing project documentation
- Participating in tender process i.e. design, submission and review
- Conducting project review and creating detailed reports for executive staff / BoD / stakeholders
- Optimizing and improving processes and the overall approach where necessary
- Leading daily/weekly stand-ups and meetings
- Contributing to the development of HCP's business and operational model for the Bahir Dar Eye Center, its processes, and its projects
- Recommending further improvements for the development of this, and future projects
- Being the main point of contact for our clients and manage the day-to-day activities relating to the project as required, including; planning, coordination, scheduling, and execution of project requirements

- Interacting professionally with other employees, clients and suppliers
- Working independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Develop, maintain and monitor project plans, and associated schedules
- Preparing necessary presentation materials for meetings, donors, and other stakeholders
- Undertaking project tasks as required
- Developing project strategies to complete the required tasks and influence team members to achieve project goals
- Ensuring projects adhere to client documentation requirements and all maintain appropriate documentation for each project
- Assessing project changes, risks and issues and provide solutions where applicable
- Chairing and facilitate meetings where appropriate and distribute minutes to all project team members
- Performing any other relevant, project-related duties when needed

Other Responsibilities

All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

QUALIFICATIONS:

Qualifications and requirements

- Bachelor's degree or 5 years of equivalent experience
- 3+ years of Project Management experience
- Strong computer skills including the Microsoft Office Suite and working knowledge of program/project management software (Basecamp, MS Project)
- Excellent problem-solving skills and good interpersonal skills to interact successfully with project managers, clients and support personnel
- Excellent Written and verbal communication skills
- Capacity to manage high stress situations; works quickly and accurately under pressure
- Leadership skills
- Big-picture thinking and vision
- Detail oriented and well organized
- Conflict resolution skills
- Ability and willingness for occasional travel to Ethiopia (as required to properly manage project(s))
- Strong time management skills, including the ability to multi task, set priorities and execute tasks efficiently and effectively.
- Proficiency in Microsoft Office Suite including Excel and Microsoft Project or similar technology

Preferred Qualifications

- PMP certification
- Understanding of standard project and development lifecycles
- Experience compiling and following strict budgets
- Possesses knowledge and understanding of construction project management techniques.
- Thorough understanding of construction techniques and processes

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in the developing world with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.