

Preamble

The Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria, is funded by the World Bank under the ACE I and ACE Impact Projects. It involves among others, training of human resources through short term workshops and postgraduate programmes, conduct of research and advocacy in the area of neglected tropical diseases and forensics. In its desire to facilitate realization of its objectives, it plans to secure the services of a Project Manager, who shall carry out her responsibilities in accordance with the terms of engagement and rules and guidance/laws governing the establishment of the Centre.

The appointment which shall be a full time contract engagement, will be for an initial period of two years, renewable as the case may be and can be terminated by unanimous resolution of the management and conveyed by the Centre Leader. The Project manager will be directly responsible to the Centre Leader and the Project Management Committee of the Centre.

Roles/Responsibilities

The Project Manager will be expected, under the directives of the Centre Leader, perform the following responsibilities:

- Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Predict resources needed to reach objectives (DLIs) and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget provisions
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Monitor progress and make adjustments as needed, and thereby, ensure that all projects are delivered on-time, within scope and within budget
- Measure project performance to identify areas for improvement
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Present monthly report of its activities to the management of the Centre and as may be required.

Qualifications

- Bachelor's degree in business, or a related field. Additional qualifications shall be an added advantage.
- Previous related project management experience
- Proven ICT skills, particularly strong familiarity with project management software tools, methodologies, and best practices
- Project Management Professional (PMP) certification
- Proven ability to solve problems creatively
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and resourcefulness
- Proven ability to complete projects according to outlined scope, budget, and timeline.

Remuneration:

Salary and allowances very attractive but negotiable.

Method of Application

Interested and qualified candidates are required to submit one copy of their application letter, a comprehensive curriculum vitae, with copies of their relevant credentials under confidential cover in a sealed envelope marked 'Post of Project Manager, ACENTDFB', addressed and sent to the below address.

The Centre Leader
Africa Centre of Excellence for Neglected Tropical Diseases and Forensic
Biotechnology
Ahmadu Bello University
Zaria, Nigeria

Applicants should inform their referees (3 in number) to send their reports directly to the same address.