Project Manager
Job Information Kit
August 11, 2021
Advice to Potential Applicants

Thank you for your interest in this opportunity. Please take the time to read the attached information which will assist you with your application should you wish to proceed.

MAKING ENQUIRIES:
For enquiries regarding the application process and position, please contact Ms Ellen Ernst, Executive Manager IAP2, at operations@iap2.org.

COMPLETING YOUR APPLICATION:
When completing your application please ensure that you include the following:

- A resume (or curriculum vitae), which provides your personal details, current contact information, work history, qualifications, and contact details of three recent work referees.
- A clear statement addressing the job requirements detailed in the position information papers attached. Consideration for interview will be based upon your clear demonstration that you meet the requirements for the position.

LODGING YOUR APPLICATION:
Applications must reach our inbox by no later than the specified closing date at 5.00 pm (USA, Pacific Time) on August 30, 2021.

Applications will be accepted by email only to operations@iap2.org. You will receive an email confirming receipt of your application within 48 hours of submission.

Apart from your detailed resume, include a covering letter stating why you are applying for the position and giving details of how you may be contacted, along with your statement addressing the job requirements.

Only applications in written English will be accepted.

For reasons of equity, LATE APPLICATIONS CANNOT BE ACCEPTED.

All applications received will become the property of IAP2 and cannot be returned to unsuccessful applicants. Please do not submit original documents.

Equal Opportunity:
IAP2 ensures that all applicants will receive full consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

Thank you for your interest in working for IAP2.
IAP2 International Federation

Position Description: Project Manager

Position Identification
Title: Project Manager
Level: Management - Contract
Reports to: Executive Manager
Takes Direction from: Project Sponsors - Global Practice Development Committee Co-Chairs
Direct Reporting Positions: None
Location: Virtual Office

Contract
- Full-time contract position, 40 hours per week average
- Initial 9-month contract with opportunity for renewal
- Compensation: USD $5,600 - $7,200 per month, dependent on experience
- Contractor is responsible for all taxes, duties and government charges imposed or levied in connection with this work.
- Contractor is an independent contractor, and the relationship between IAP2 and Contractor shall be solely contractual and not in the nature of employment, partnership, joint venture, or general agency.
- The Services provided by the Contractor shall be “work for hire” and therefore all materials, deliverables, and other matter produced by the Contractor pursuant to this Work shall be the sole and exclusive property of IAP2 International Federation.

Key Responsibilities
The lead role as Project Manager to drive four key strategic initiatives in Professional Development for the global IAP2 organisation. Working closely with the IAP2 leadership team as well as a wide range of staff, volunteers, trainers, and vendors across the Asia-Pacific, North America, Latin America and Southern Africa regions, this position has high visibility and opportunity for positive impact.

- Drive the Training Harmonization Project to develop and produce the new curriculum on the IAP2 Global Learning Pathway (14 courses) within the approved timeline and budget. Lead the curriculum review process to ensure IAP2 quality standards are met and courses are ready for launch.
- Project manage the development of two additional courses in Online Engagement and Diversity, Equity, and Inclusion in P2 with third-party consultants/vendors.
- Lead the Interim Train the Trainer Process (T3) (training, evaluation, licensing, and mentoring) of existing and new trainers for the new curriculum in the Global Learning Pathway. Advance the recruitment of trainers to meet the needs of IAP2 Regions and manage all other necessary elements to conduct the T3 and meet completion, timeline, and budget expectations.
- In collaboration with IAP2 Regions, lead the work to translate the new courses into other languages (e.g., French, Spanish, and Bahasa), as identified.

Essential Duties – to successfully execute these mission critical projects, the Project Manager is expected to
- Ensure best practice project management - effectively plan and manage budgets, timelines, resources, vendors and partners to achieve results.
- Coordinate with key stakeholders, including members, staff, volunteers, trainers, and vendors.
• Provide regular project status reports to IAP2 leadership, proactively identify, and mitigate potential risks, and flag issues for resolution.
• Represent project team in meetings with key stakeholder groups across the IAP2 global organisation.

Qualifications
IAP2 seeks a dynamic and experienced Project Manager who can see the big picture while maintaining exceptional attention to detail across multiple, simultaneous projects.

The minimum requirements for the individual filling this role are:
• Minimum of 5 years of relevant experience as a Project Manager.
• A qualification in project management from a recognized institution; PMP certification is preferred.
• Bachelor’s degree in a related field from an accredited college or university required; Master’s degree preferred.
• Strong leadership, collaboration, communication, influencing, negotiation, problem solving, and analytical skills.
• Familiarity with the complexities of a global organization and managing multiple, interdependent projects in tight timelines.
• Experience and proficiency in virtual environments.
• Demonstrated capacity to communicate in English, orally and in written materials. Proficiency in other languages is an asset.
• Ability to work unsupervised to deliver agreed outcomes on time and within budget.
• Experience in multilingual or multi-cultural environments and/or platforms.
• Experience in working within a volunteer organization.

It is desirable that the individual has:
• An appreciation and knowledge of IAP2 and its training products.
• Demonstrated success launching and building a training or certification program.
• Demonstrated abilities to recruit, train, and support trainers.

Personal Qualities:
This role requires a highly-organized and results-driven person. It is essential that they have:
• Ability to take the initiative in contacting and involving key stakeholders in developing programs.
• Capacity to be flexible and work across time zones.
• Ability to travel if required.
• A positive outlook that motivates, encourages, and inspires professional development opportunities to be fostered and developed.
• A collegial and cooperative spirit that supports other contractors, volunteers, and trainers within IAP2.

About IAP2
The International Association for Public Participation (IAP2) is an association of members who seek to promote and improve the practice of public participation and community engagement in relation to individuals, governments, institutions, and other entities that affect the public interest in nations around the world.

IAP2 comprises an international body ("International") and separate independent non-profit entities in multiple jurisdictions that operate pursuant to affiliation agreements with IAP2 ("Regions"). Regions are currently operating in Australasia (Australia and New Zealand), Canada, Indonesia, Latin America, Southern Africa, and the United States.