

Consultancy with CARE Deutschland e.V.

Project Manager for the role out of a Digital Project Cycle Management Tool

CARE Deutschland e.V. plans to introduce a Project Cycle Management (PCM) tool for its Programme Department that supports standardized processes and improves visibility and transparency over project progress, project impact and costs, as well as allows reporting about the project portfolio in different dimensions (strategic focus, country, donor etc.). The digital tool will be selected in Q3/Q4 2024 and the Project Manager (PM) will lead on the role out of the PCM tool. This includes coordinating the design phase and managing the implementation of the tool in close collaboration with the Programme Leadership Team. Furthermore, the PM will identify, facilitate and support the required change processes within the Programme department and at the interface with other departments.

Tasks of the Consultant will be as follows:

- Coordinate a cross departmental working group that supports the overall process
- Coordinate the procurement process for the selection of the service provider of the PCM tool
- Coordinate the design and adaptation process of the PCM tool
- Support the definition of processes needed for the design and adaptation of the PCM tool
- Review and adapt PCM processes within CARE Germany as required for the efficient and effective implementation of the PCM tool
- Coordinate the implementation process of the tool
- Support with overall change management
- Support the role-out with training on the new tool and ways of working

Products:

- Evaluation of most suitable digital software for a PCM Tool within the procurement process
- Mapping of existing processes and new processes that need to be defined, including a proposal regarding the workflows to be integrated into the tool

- A project management matrix, that includes milestones and necessary steps of the role out process, outlining responsibilities of the working group members involved
- Training Material for the staff who will be using the tool

Requirements:

- Knowledge of the sector
- Proven experience in reviewing and optimizing processes
- Experience in Project Management of donor funded projects
- Experience in leading workstreams with a participatory approach
- Very good knowledge of German and English.
- Very good knowledge of the common functions and programs of Office 365 (Word, Excel, PPT, Outlook, Teams, sharepoint etc.)
- Knowledge of CARE Germany, its structures, processes and systems is an asset

How to apply:

Please send a technical and financial offer, as well as your CV/track record of consultancies to vergaben@care.de

For questions, please use this e-mail address too!

Deadline for application: 06.10.2024