

# Project Scheduler

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## Overview

Parsons is seeking an experienced project scheduler to prepare and maintain a bilingual project schedule plan for resettlement of the IDPs from temporary camps to their communities. Scheduling is to be performed using MS Project software.

This position reports to Parsons' PMCC Support Unit Chief of Party, and will receive technical direction from the PMCC Director. The position is located in Haiti from the date of hire until November 24, 2010. A six-month extension is possible, but has not been approved at this time.

The position is located in the MINUSTAH office located on the UN Logistics Base, Port au Prince, Haiti. Hours of work will typically be 8 hours per day, 6 days per week

## Detailed Tasks:

1. Using MS Project software, prepare and maintain a project schedule for relocating IDPs from temporary camps to resettlement areas. The project schedule will be used to identify:
  - a. Tasks to be performed;
  - b. Tasks durations, successors, and predecessors;
  - c. GoH, NGO, and support agencies responsible for completing each task;
  - d. Percentage of completion;
  - e. Budgets;
2. Translate English tasks and subtasks to French, French tasks and subtasks to English.
3. Update percentage of completion on a weekly basis.
4. Prepare reports based on project status.
5. Add, change and delete tasks and subtasks; change dependencies; determine the critical paths, and assist task managers means to compress project tasks to provide earlier and more efficient operations.

## Qualifications:

1. Experience:
  - a. Seven or more years progressing experience with MS Project Professional;
  - b. Ability to work within a high pressure environment and difficult living conditions
2. Professionalism: Ability to grasp complex concepts and take a logical and analytical approach to solving problems.

3. Judgment and Decision-making: Discretion and sound judgment in applying expertise to complex and/or sensitive issues which are typically broad in scope.
4. Planning and Organizing: Demonstrated planning and organizational skills and ability to coordinate the work of others. Ability to work with tight deadlines.
5. Leadership: Ability to influence others to reach agreement.
6. Technological Awareness: Fully proficient computer skills and use of relevant software and other applications.
7. Communication: Ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulating positions on issues, articulating options concisely conveying information, making and defending recommendations.
8. Teamwork: Excellent interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

## Education

1. Technical degree in relevant area, or relevant experience;

## Languages

1. Fluency in spoken and written English and French required.
2. Fluency in spoken and written Creole highly desirable.
3. Local Haitian, Haitian-American, or Haitian Diaspora candidates highly desirable.
4. Knowledge of Haitian Government administrative practices desirable.

## Resume Format

Resume to outline education, experience, language skills, and knowledge of Haitian Government administrative practices.

Resume is to be initially submitted in English. If approved, resume is to be resubmitted in French.

**Please send an email to Steve Lewis, [Steven.Lewis@parsons.com](mailto:Steven.Lewis@parsons.com) and indicate that you saw this posting at Black Design News Network (BDNN).**