Vacancy Announcement for a Project Portfolio Manager

Ethiopoll Consult PLC, a public opinion and marketing survey company, is looking for a **Project Portfolio Manager** to join its dynamic and high-performing team. Ethiopoll has positioned itself as the first specialized public opinion poll company in Ethiopia. Ethiopoll conducts Computer Assisted Telephonic Interviews (CATI) survey supported by a state-of-the-art call center. Our CATI and in-person survey capabilities, coupled with our top-notch multidisciplinary local and international researchers, make us a go-to company in the industry.

THE OPPORTUNITY

The **Project Portfolio Manager** will be responsible for managing one or more projects end to end. He or she provides input in developing project proposals to ensure all the relevant and critical factors are considered and incorporated in proposals submitted to prospective clients. Once contracts are awarded, the project portfolio manager will take responsibility for the detailed planning, execution, and monitoring, and evaluation of projects to meet or exceed client performance benchmarks. A **Project Portfolio Manager** shall demonstrate project management skills with a good balance of attention to detail while keeping an eye on multiple projects simultaneously.

The nature of most projects will feature the design and implementation of in-person or telephoning surveys for public and private entities. This includes designing appropriate research and survey methodology, sampling determination, and tool preparation. Most projects involve collaboration with internal and external teams; hence, the ability to forge effective collaboration across teams is a critical skill set for this role.

The potential candidate will be responsible for the following specific tasks.
- Scope project activities to achieve the highest performance outcomes and meeting contractual obligations;
- Oversee and coordinate various consultancy projects and monitor their effective implementation with the highest quality, timeliness, and client satisfaction;
- Apply innovative approaches and new techniques and technology for qualitative and quantitative surveys;
- Prepare guidelines for survey implementation, field supervision, and quality assurance, and overall data management;
- Prepare quality, detailed and efficient survey plan to guide project team members;
- Provide technical and conceptual training to data collectors, supervisors, and others;
- Demonstrate extraordinary client service by fulfilling all client requirements within the accepted standards of the time, cost, and quality;
- Write quality field reports, progress reports to internal and external users;
- Design programming and scripting with pertinent statistical software including CSPro, Survey Solution, Survey CTO, and ODK;
- Produces statistical summaries and data analysis utilizing STATA, SPSS, INVIVO, ATLAS, and similar software;
- Ensure confidentiality of all data, information, and proposals;
- Have the flexibility to work outside regular working hours and during official holidays, if required by EthioPoll
- Handles other tasks as assigned.

Essential Qualifications:
- Undergraduate degree in relevant discipline
- At least three years experience in the management of surveys and research projects
- Ability to communicate in English and Amharic. Fluency in speaking and writing Affan Oromo, Tigrigna, Somali, Sidama, or Welayita languages is a plus

Preferred Qualifications
- Graduate degree in Economics, Statistics, Development studies, sociology, or related fields
- Five or more years of Survey Management, Data Management, and Project coordination experience across various socio-economic fields, practically in consultancy services;
- Ability to work in an organized manner, delegate tasks, and lead teams;
- Ability to meet challenges and generate suggestions for improving work;
- A strong sense of responsibility and ownership;
- Strong problem solving and analytical skills;
- Advanced skills in SPSS, STATA, INVIVO, and ATLAS.TI software and ability to do scripting and program design through CSPro, Survey solutions, Survey CTO, ODK, etc.
- Excellent verbal and written communication in Amharic and English languages;
- Additional local languages (Oromiffa, Tigrigna, and Somali is a plus);
- Abilities to work in a tight environment to make things happen within the deadline;
- Demonstrated success in creating collaborative relationships with various government and non-government organizations.

Interested applicants can learn more about our company and submit applications on our website www.ethiopoll.com.