

<b>JOB TITLE: Implementation Manager (Project)</b>	
<b>JOB SUMMARY:</b>	
<p>The Digital Delivery Support Framework of the Ministry of Digital Transformation (MDT) aims to develop an enabling environment for Digitization Projects in key Ministries, Departments and Agencies (MDAs). The vision of this framework is the central coordination of core and foundational ICT projects across the public sector that collectively advances the country’s digital transformation agenda. The framework facilitates capacity development at MDAs to scope, plan, and effect their digital transformation initiatives. The Implementation Manager (IT) is responsible for planning, organizing, and managing the information technology processes for a digital transformation programme, project or initiative.</p>	
<b>REPORTS TO:</b>	<b>Subject Matter Expert (ICT)</b>
<b>SUPERVISION GIVEN TO:</b>	
<b>KEY RESPONSIBILITIES:</b>	
<ol style="list-style-type: none"> <li>1. Coordinates work with the MDA’s teams and Data Expert/Consultant on digitization projects.</li> <li>2. Directs the introduction of new or revised equipment, applications or systems into company work processes to optimize operations.</li> <li>3. Coordinates work with the iGovTT team to develop and maintain requisite project documentation, including Project Charters, Schedules and Management plans</li> <li>4. Performs effective Risk and Issue Management techniques and manage project changes through respective team members and channels.</li> <li>5. Performs the preparation of progress reports on all key assigned activities and communicate with internal and external teams as required</li> <li>6. Provides technical and business direction to less experienced Project Management and Quality Assurance professionals at MDAs</li> <li>7. Directs and supports the implementation of the e-ID and Interoperability initiatives.</li> <li>8. Coordinates and implements project plans/proposals by: <ol style="list-style-type: none"> <li>i. Holding meetings with stakeholders to obtain information on business requirements.</li> <li>ii. Determining the scope and deliverables of the project.</li> <li>iii. Identifying the work activities required for successful project completion.</li> <li>iv. Establishing schedules; Preparing budgetary and staffing plans.</li> <li>v. Identifying and assessing risks and issues.</li> </ol> </li> <li>9. Manages the budget plan by authorizing, monitoring and managing project expenditure to ensure project is completed within set parameters of the budget, and applying for release of funds as required.</li> <li>10. Performs the timely completion of the project and milestones by managing project schedule to ensure timely completion of the project and milestones, establishing work plans and staffing for project; arranging for recruitment and assignment of project personnel; supervising assigned project team(s).</li> <li>11. Manages changes to project scope, by analyzing all changes related to costs, schedule, scope and quality and ensuring that all changes are documented and approved.</li> <li>12. Maintains project documentation, plans and reports by preparing Cabinet Notes, reports, presentations and other documents on project matters for management, and reviewing status and other reports prepared by project personnel.</li> </ol>	

	<ol style="list-style-type: none"> <li>13. Coordinates deliverables that comply with agreed standards by monitoring and managing project quality.</li> <li>14. Develops and offers recommendations and implementation solutions by continuously monitoring, managing and responding to project risks and issues.</li> <li>15. Manages and monitors efficiency of contractors/consultants and outsourcing services by overseeing their work and evaluating their performance to ensure optimal performance and compliance with contract.</li> <li>16. Coordinates activities in all areas by convening meetings on project matters with management, project staff, contractors/consultants and other stakeholders.</li> <li>17. Performs other duties as assigned.</li> </ol>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Extensive knowledge of project management principles, methodologies and tools</li> <li>▪ Extensive knowledge of programming language</li> <li>▪ Extensive knowledge database technologies</li> <li>▪ Extensive knowledge of configuration management tools</li> <li>▪ Extensive knowledge of principles, practices and techniques of Strategic Management, Project Cycle Management.</li> <li>▪ Extensive knowledge of public sector management principles, practices and procedures.</li> <li>▪ Extensive knowledge of relevant government financial rules, regulations and procedures.</li> <li>▪ Extensive knowledge of Civil Service HRM rules, regulations and procedures.</li> <li>▪ Extensive knowledge of the operations of national Development Programmes, for example, the Public Sector Investment Programme, Infrastructure Development Fund.</li> <li>▪ Extensive knowledge of the operations of internationally funded projects</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability to communication well both written and verbally.</li> <li>▪ Ability to demonstrate proficiency in the use of Microsoft Office Suite.</li> <li>▪ Ability to use project management software.</li> <li>▪ Ability to display skill in programme/project planning and implementation.</li> <li>▪ Ability to lead cross-functional teams</li> <li>▪ Ability to establish and maintain high trust working relationships with stakeholders</li> <li>▪ Ability to work effectively at all levels in an organization</li> <li>▪ Ability to analyse and evaluate projects and to devise effective methods of evaluation.</li> <li>▪ Ability to lead and manage small to medium sized projects, including project team within and external to the Ministry.</li> <li>▪ Ability to lead the project implementation process and devise creative solutions to address problems encountered and resolve conflicts.</li> <li>▪ Ability to conduct research into programme/project related issues.</li> </ul>
<b>Minimum Experience and Training:</b>	<ul style="list-style-type: none"> <li>▪ Training as evidenced by possession of an Undergraduate Degree from a recognized institution in Project Management; Information Technology; or another related field.</li> </ul>

	<ul style="list-style-type: none"><li>▪ Post-Graduate degree in Project Management, Information Technology or another related field. (Would be an asset)</li><li>▪ Minimum of 7 years of of relevant experience.</li><li>▪ Certification in Project Management from a reputable body.</li><li>▪ Any suitable combination of qualifications and experience will be considered.</li></ul>
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