

<b>JOB TITLE: Process Design Specialist</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.</p> <p>This function allows for the execution of the practices that are relevant for the specific technology implementation and adoption.</p>	
<b>REPORTS TO:</b>	
<b>SUPERVISION GIVEN TO:</b>	
<b>KEY RESPONSIBILITIES:</b>	
<ol style="list-style-type: none"> <li>1. Coordinates technology implementation and adoption by designing and developing business process maps and business requirements for assigned projects in accordance with guidelines established by the relevant methodologies and governance.</li> <li>2. Directs a proper understanding of the process and its robustness by identifying and characterizing critical process parameters and critical quality attributes and assisting in the design and execution of experimental plans to understand the process and its robustness.</li> <li>3. Directs the development of comprehensive technology solutions that meet current and future business needs by re-engineering, reforming, optimizing, and creating sustainable processes for MDAs.</li> <li>4. Coordinates the development of solutions to a variety of complex problems by designing tools/fixtures that can work with assembly processes and equipment for a variety of operations.</li> <li>5. Directs the completeness and consistency of the process design by identifying and resolving inconsistencies, compliance and/or regulatory issues.</li> <li>6. Coordinates the accurate completion of process development deliverables by participating in quality assurance and control reviews of final process development deliverables</li> <li>7. Leads the review of process documentation and keep key stakeholders informed by planning, scheduling, facilitating and carrying out process development workshops and socialization meetings with process owners, front-line managers, change management, and appropriate process stakeholders.</li> <li>8. Supports alignment activities for all functional areas by providing change content in support of transition activities.</li> <li>9. Performs other duties as assigned.</li> </ol>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of design, business finance and strategic solutions acumen.</li> <li>▪ Considerable knowledge of upstream and downstream processes technologies</li> <li>▪ Considerable knowledge and application of process design principles</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.</li> <li>▪ Considerable knowledge of the relevant standards, regulations and compliance requirements in the industry.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability to succeed working in a very cross functional multi domain environment</li> <li>▪ Ability to communicate with teams and all stakeholders verbally and written.</li> <li>▪ Ability to understand data and handle large data files to independently produce data results, business/optimization insights and cost/benefit assessment</li> <li>▪ Ability to use software tools for engineering deliverable development including Autocad and Smart Tools, Flarenet, Pipenet</li> <li>▪ Skill in program/business management</li> <li>▪ Skill in problem solving and trouble-shooting</li> </ul>
<b>Minimum Experience and Training:</b>	<ul style="list-style-type: none"> <li>▪ Training as evidenced by an Undergraduate Degree from a recognized institution in Undergraduate degree in Engineering, Sciences, Management or other related field.</li> <li>▪ Master's degree in Engineering; Pure or Applied Sciences or Management another related field. (Will be an asset)</li> <li>▪ Minimum of 5-7 years of experience in process design/integration.</li> <li>▪ Certification in Lean or Lean/Six Sigma black belt (optional)</li> <li>▪ Certification in PMI PMP or equivalent years of experience in competency (optional)</li> <li>▪ Any suitable combination of qualifications and experience will be considered.</li> </ul>