

JOB TITLE: Programme Manager	
JOB SUMMARY:	
<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>The Programme Manager is the person responsible for ensuring that the Project Team completes the project. The manager performs the day-to-day management of the project and has specific accountability for managing the project within the approved constraints of scope, quality, time and cost, to deliver the specified requirements, deliverables and customer satisfaction. The Programme Manager develops the Project Plan with the team and manages the team’s performance of project tasks.</p>	
REPORTS TO:	
SUPERVISION GIVEN TO:	
KEY RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Manages the end to end execution of the programme by planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action. 2. Oversees effective quality assurance and the overall integrity of the programme by focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards. 3. Manages the programme's budget on monitoring expenditure and costs against delivered and realised benefits as the programme progresses. 4. Manages the team’s performance of project tasks by facilitating the appointment of individuals to project teams and developing the project plan with the team. 5. Maintains accountability for managing the project within the approved constraints of scope, quality, time and cost, to deliver the specified requirements, deliverables and customer satisfaction. 6. Maintains of 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. 7. Coordinates all areas by convening meetings on project matters with management, project staff, contractors/consultants and other stakeholders. 8. Monitors team’s approach to addressing project risks and issues by overseeing their approach to implementing solutions and offering further recommendations 9. Performs other duties as assigned . 	
Knowledge	<ul style="list-style-type: none"> ▪ Extensive Knowledge of programme/project management principles, practices, techniques and procedures. ▪ Extensive knowledge of Strategic Management, Project Cycle Management. ▪ Extensive knowledge of public sector management principles, practices and procedures.

	<ul style="list-style-type: none"> ▪ Considerable knowledge of relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance. ▪ Considerable knowledge of the relevant government financial rules, regulations and procedures. ▪ Considerable knowledge of the operations of the national development programmes for example, PSIP, IDF. ▪ Considerable knowledge of the operations of internationally funded projects. ▪ Considerable knowledge of financial management to administer budgets across multiple projects
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of project management software. ▪ Skill in programme/project planning, coordination and implementation. ▪ Ability to use the internet for research purposes. ▪ Ability to use e-Government technology platforms. ▪ Ability to analyse and evaluate projects and to devise effective methods of evaluation. ▪ Ability to express ideas clearly and concisely and to prepare reports on programmes and projects evaluated. ▪ Ability to lead and manage a programme of multiple interrelated projects, and to motivate Project Teams. ▪ Ability to lead the project/programme implementation process and devise creative solutions to address problems encountered and resolve conflicts. ▪ Ability to express ideas clearly and concisely, both in writing and orally to diverse audiences. ▪ Ability to establish and maintain effective professional relationships and interact with different stakeholders. ▪ Ability to use tact and diplomacy in the performance of duties. ▪ Ability to observe and maintain confidentiality in the performance of duties.
<p>Minimum Experience and Training:</p>	<ul style="list-style-type: none"> ▪ Minimum of 7 years' experience in Project/Programme Management in the Public or Private Sector including a minimum of four (4) years managing a programme or large scale projects. ▪ Training as evidenced by: ▪ A Masters' degree in Project Management/Programme Management from a recognised institution. ▪ OR ▪ A Masters' degree in Engineering, Information Technology, Management or the Social Sciences together with professional qualifications such as the Project Management Professional (PMP) certification. PRINCE2 etc. ▪ Any suitable combination of qualifications and experience.