

JOB TITLE: Senior Project 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>Project coordination involves scheduling project meetings and client engagements, issuing project status meeting minutes, maintenance of project documentation, plans, and reports, updating risk/opportunity registers, and schedule updates. The Senior Project Manager is responsible for communication, including status reporting, risk, changes, and issues identified by the team.</p>	
REPORTS TO:	
SUPERVISION GIVEN TO:	
KEY RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Develops and implements project plans/proposals by: <ol style="list-style-type: none"> i. Holding meetings with stakeholders to obtain information on business requirements. ii. Determining the scope and deliverables of the project. iii. Identifying the work activities required for successful project completion. iv. Establishing schedules; Preparing budgetary and staffing plans. v. Identifying and assessing risks and issues. 2. 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. 3. Manages 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). 4. 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. 5. 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. 6. Oversees execution of deliverables that comply with agreed standards by monitoring and managing project quality. 7. Develops and offers recommendations and implementation solutions by continuously monitoring, managing and responding to project risks and issues. 8. 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. 9. Oversees the coordination in all areas by convening meetings on project matters with management, project staff, contractors/consultants and other stakeholders. 10. Performs other duties as assigned. 	
Knowledge	<ul style="list-style-type: none"> ▪ Considerable knowledge of project management principles,

	<p>practices, techniques and procedures.</p> <ul style="list-style-type: none"> ▪ Considerable knowledge of principles, practices and techniques of Strategic Management, Project Cycle Management. ▪ Considerable knowledge of public sector management principles, practices and procedures. ▪ Considerable knowledge of relevant government financial rules, regulations and procedures. ▪ Considerable knowledge of relevant procedures, rules, regulations and policies of the Central Tenders Board Ordinance. ▪ Knowledge of Civil Service HRM rules, regulations and procedures. ▪ Knowledge of the operations of national Development Programmes, for example, the Public Sector Investment Programme, Infrastructure Development Fund. ▪ Knowledge of the operations of internationally funded 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 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 lead and manage small to medium sized projects, including project team within and external to the ministry. ▪ Ability to lead the project implementation process and devise creative solutions to address problems encountered and resolve conflicts. ▪ Ability to conduct research into programme/project related issues. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to establish and maintain effective working relationship with project stakeholders, associates, other public service employees and the public.
<p>Minimum Experience and Training:</p>	<ul style="list-style-type: none"> ▪ Minimum of 10 years' experience in project management, including a minimum of three (3) years in leading projects. ▪ Training as evidenced by: ▪ A Masters' degree in Project 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