

JOB TITLE: Subject Matter Expert (ICT)	
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. Its objective is to improve the efficiency and effectiveness of GORTT’s Service Delivery Systems through the implementation of Digital Government best practices and optimize GORTT’s investments in Digital Government. As such, the framework facilitates capacity development at MDAs to scope, plan, and effect their digital transformation initiatives.</p> <p>The subject matter expert (SME) provides the knowledge and expertise in a specific subject, business area, or technical area for a project. The SME will ensure the facts and details of projects and reporting are correct so that the project’s/program’s deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices.</p>	
REPORTS TO:	Head of Digital Delivery Unit
SUPERVISION GIVEN TO:	NA
KEY RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Oversees and advises business performance by determining development requirements and identifying and recommending technical solutions for the needs identified. 2. Advocates for the e-ID and Interoperability Infrastructure programme by driving, enabling and supporting its implementation initiatives. 3. Oversees the execution of all programme related activities by expediting the decision-making process required and providing strategic planning and alignment to the business on these activities. 4. Oversee successful programme completion by allocating and organizing internal resources as required and identifying and removing programme roadblock and securing internal stakeholder buy-ins. 5. Guides communications among other MDAs on projects by developing and negotiations Memorandum of Understanding (MoUs). 6. Guides overall systems architecture design, and/or validation, against service delivery needs including policies and standards development. 7. Oversees and maintains visibility and cross-organizational transparency in project decision making. 8. Oversees the procurement, implementation and support of Business Solutions within the assigned MDAs 9. Advises and supports programme management to the executive and IT management within assigned MDAs 10. Establishes efficient technical solutions by determining whether they meet defined requirement and by overseeing the development testing and implementation of technical solutions as well as continuously monitoring evaluating the performance of recommended solutions. 11. Consults across business operations by providing mentorship, contributing specialized 	

knowledge and applying subject expertise in evaluating business operations and processes.
 12. Performs other duties as assigned.

<p>Knowledge</p>	<ul style="list-style-type: none"> ▪ Extensive knowledge and experience in business operation and project management. ▪ Extensive knowledge of core system configuration, ▪ Extensive knowledge of software development life cycle, ▪ Extensive knowledge of systems testing ▪ Extensive knowledge of business process re-engineering ▪ Extensive knowledge of the latest developments in the industry ▪ Extensive knowledge of relationship building and empowerment tactics among groups ▪ Extensive knowledge of internal and external environment changes that may impact the organization in the medium to long term.
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> ▪ Ability to display proficiency in Microsoft Office. ▪ Ability to collaborate with organization leaders to establish long-term strategy, and establishes aligned departmental goals. ▪ Ability to take accountability for strategic goals and plans at the department level. ▪ Ability to anticipate and mitigate obstacles and business disruptions. ▪ Ability to analyze departmental strengths and weaknesses, then develop and implement appropriate action plans. ▪ Ability to present strong business cases for initiatives and resource allocation ▪ Ability to draw on trusting relationships to garner support for ideas and action. ▪ Ability to negotiate and influence persons in order to impact others' thinking, decisions and behavior. ▪ Ability to recognize and reward creativity and innovation ▪ Ability to facilitate connections between members of their network for the benefit of the organization or others. ▪ Ability to effectively leverage hard data as inputs to making decisions. ▪ Ability to garner insight from abstract data and makes appropriate decisions. ▪ Ability to coach others in effective decision-making practices.
<p>Minimum Experience and Training:</p>	<ul style="list-style-type: none"> ▪ Training as evidenced by possession of an Under Graduate or Post Graduate (preferred) Degree from a recognized institution in Information Technology, Computer Science, Information Systems or any other IT related degrees. ▪ Minimum of ten (10) years' experience of directly related work experience in their area of expertise. ▪ Any suitable combination of qualifications and experience will be considered.