
TERMS OF REFERENCE
“IT PROJECT MANAGER”
Transformation Management Office (TMO)
Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management
Program, Finance Department
Government of Khyber Pakhtunkhwa

Background

The Government of KP as part of its digital transformation initiative, intends to automate document and file management within the ministries as a first step towards digital governance. The key aims of the transformation exercise are:

- Minimize the use of paper, in a phase-wise manner, eventually transitioning to paperless governance model.
- Improve productivity, efficiency, and transparency of government departments through an automated file management system.
- Improve efficiency of interaction between local, provincial, and federal government entities through the automated file management system and use of secure, innovative Information and Communication Technologies (ICT) solutions, including Video Conferencing, email services, shared drive/cloud-based storage facilities, etc.; and Improve decision making through data driven governance.
- Create functional and system requirements specifications documents around the recommended changed processes.
- Training Needs Assessment to understand the current state of digital skills and the subsequent trainings required for adaption of technology initiatives.

The Transformation management office (TMO) will be established for all transformation related resources for effective monitoring, coordination, and governance placement of technology implementations. The TMO office will be composed of executives and representative officials from Chief Minister Delivery Unit, KPIT Board, ST&IT and consultants. The office takes overall responsibility for deriving the program including effective coordination and preparatory aspects within KP government departments, oversight of implementation vendor, timely coordination of relevant trainings and legal ramifications which may rise out of changes. The office will define job roles and their descriptions to fill appropriate gaps, assign ownership for effective oversight and monitoring. Any onboarding of the required resources to manage a large-scale implementation within KP should also be overseen by such an office. The IT Change management and the People part to emerge out of such an implementation will require effective coordination and meticulous planning for departmental roll outs and preparedness of people and technology assets. This should be all coordinated from within a single workspace.

Project Development Objective

In line with KP Digital Policy 2018-2023 improving institutional capability of the provincial government to deliver better public services, improve accountability, productivity and efficiency with better citizen engagement remove paper based processes, improve communication through technology etc.

Scope of Work

The IT Project Manager will be based in Transformation Management Office (TMO) and shall be responsible for the project on the related aspects but not limiting to the following:

- Work with External Key Experts and other roles within the TMO to ensure that activities, their dependencies, stakeholders, timelines and budgets are managed, and desired results achieved.
- Proactively work with different stakeholders in GoKP's departments to resolve issues and fast track progress.
- Monitor project KPIs and project progress reports shared by Project coordinators.
- Prepare quality assurance policies and procedures developed by IT Project Manager and monitor its implementation
- Ensuring that standards and safety regulations are observed.
- Coordination with consultant, reviewing deliverables, and submitting recommendations to the competent forum.
- Ensuring solution's quality, security, confidentiality, integrity, and completion of deliverables within stipulated timelines.
- Demonstration/Presentation of solution and deliverables/progress updates to the quarters concerned.
- Coordination and management of TMO staff. Prepare key resource matrix and assign tasks and responsibilities among TMO staff.
- Coordinate with software and hardware vendors in any or all activities as per their granular implementation plans.
- Any other task as assigned.

Qualifications and Experience

- Degree in Computer Science, Information Technology or related Engineering Disciplines (sixteen years of education).
- At least 07 years of relevant experience after acquiring stipulated qualification at the national level or with the International Organizations / Donor projects.
- At least 02 years experience in implementation of medium and large scale solutions;
- Weightage will be given to the relevant certification.

Duration of Assignment

The initial contract will be for (12) months extendable on satisfactory performance.

Key Working Relationship:

Directly Reports to: Director Technical, KPITB
Supervises: TMO team