Job Specification

POSITION

PROJECT DIRECTOR

Qualification

16 Years of education. Must have a Bachelor's Degree in Engineering/Management Science/IT/Social Sciences from universities/institutes recognized by HEC. A higher degree in Management Sciences will be preferred.

Experience

Minimum of 10 year experience in Public and Private Sector related to Project or Program Management/ Public Policy Implementation/ Public service delivery/ related discipline enter wide under the role description as mention below.

Role Descriptions

- Project Director will be expected to have sound background in execution of ICT projects, he/she will be incharge of the project and will be responsible fer successful execution of the project. He/she will also review project reports and documentation submitted by project consultants. PD should be well versed with project planning and monitoring mechanisms using project management tools.

- Formulate, organize and Monitor inter-connected projects.

- Coordinate and collaborate cross-project and cross-sectoral activities.

- Apply change, risk and resource management

- Assume responsibilities for the program's involving multi-stakeholders

- Conflict resolution capability to overcome stakeholder's differences. Ability to work under pressure and to resolve problems in an efficient manner.

- Capacity to comprehend activities related to digital technologies/ services

- Excellent communication/ presentation skills with fluency in written and spoken English.

- Ability to lead and work effectively as part of a team.

- Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment.

- Prepare project procurement plans and documentation and execute procurement procedures.

- Continuous monitoring of project milestones and deliverables for proper utilization of funds in line with protect scope, objectives and rules & regulations.

- Perform milestone reviews with higher management and liasion with external organizations

POSITION

SENIOR MANAGER (PROJECT MONITORING & EVALUATION)

Qualification

16 Years of education. Must have a Bachelor's Degree in Engineering/Management Science/IT/Social Sciences from universities/institutes recognized by HEC. A higher degree in Management Sciences will be preferred.

Experience

Minimum of 8 years' experience in Public and Private Sector related to Project or Program Monitoring & evaluation/ Public Policy Implementation/ Public service delivery/ related discipline enter wide under the role description as mention below.

Role Descriptions

- Experience of coordinating internal and external activities with solicitation, execution and monitoring of various development and research program and projects.

- Formulate and implement key performance indicators (KPI) and deliverables for both new and established projects and monitor them throughout the duration of the projects

- Set and continually manage project and program expectations while delegating and managing deliverable with team members and stakeholders.

- Analyze indicators and performance, evaluate information and make recommendations.

- Delegate tasks and responsibilities to appropriate personnel. Monitor, track and control outcomes to resolve issues, conflicts, dependencies and critical path deliverables

- Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership

- Understand interdependencies between technology, operations and business needs

- Participate and/or drive feasibility studies, vendor selections and proposals for evaluation by appropriate key stakeholders

- Act as an internal quality control check for the project

- Develop and manage all aspects of project and program engagement from planning, external vendor relationships, communications, resources, budget, change, risks and issues.

POSITION

SENIOR MANAGER (INTERNAL AUDIT)

Qualification

An MBA Finance, Bachelor/Masters in Management Sciences or allied discipline, from an accredited local or foreign University or BS/MS in Computer Science/Management Sciences/Computer Engineering.

Experience

Minimum of 8 year experience in public/private sector related to ICT audit of programs/projects.

Role Descriptions

- Examine, evaluate and monitor adequacy, effectiveness and reliability of accounting and internal control system in the organization.

- Experience of providing management over a portfolio of clients and deliver high quality audit and assurance service, including preparing and reviewing audit plans and work.

- Well versed with accounting and auditing ICT related to projects, internet and email applications.

- Plan and oversee audit operations to assess controls, operational efficiencies and compliance with all policies, procedures and regulations.

- Maintain a comprehensive system for recording all audit plans, work papers, findings, reports, and follow-up audits.

- Insure the timely and accurate completion of the audit plan.

- Review audit work performed by staff for completion and accuracy.

- Prepare and complete detailed audit work for certain audits .Draft and issue audit reports.

- Conduct special audits as required by management and issue results.

- Recommend revisions and/or additions to policies and procedures in order to improve operations as well as internal controls.

POSITION

SENIOR MANAGER (POLICY)

Qualification

16 Years of education. Must have a Bachelor's Degree in Engineering/Management Science/IT/Social Sciences from universities/institutes recognized by HEC. A higher degree in Management Sciences will be preferred.

Experience

Minimum of 8 years' experience in public/private sector related to policy making in digital services under the role description as mention below.

Role Descriptions

- Candidate should have the ability to research best practices and devise policy incentives for digital policy and plans.
- Excellent communication/presentation skills with fluency in written and spoken English. Ability to work under pressure and to resolve problem in an efficient manner.
- Ability to lead and work effectively at all level in collaboration team environment.
- Ability to do research work independently and in team as well.
- Well versed with office productivity, MS Project, internet and email application.
- Provides input on policy related issues and to be proactive in relation to emerging issues.
- Working with the team to identify and develop key policy areas. Assembling, interpreting and analyzing information.

POSITION

SENIOR MANAGER (GOVERNANCE)

Qualification

Bachelors/Master Degree in IT (or related discipline) /Computer Sciences & Engineering with minimum 16 year of education from HEC recognized university.

Experience

Minimum of 8 years' experience in public/private sector related to policy governance in digital services under the role description as mention below.

Role Descriptions

- Candidate having ability to quickly grasp technical concept, particularly those related to the operation of internet, good understanding of Internet organizations working under Global Internet echo system, general understanding of internet governance echo system sound.

- Candidate should have the ability of leading the development, enhancement and adherence to all IT Governance policies.

- Communicate directly with senior management to ensure the consistent and mature delivery of Governance and Compliance services.

- Ability to conceive governance related ICT interventions.

- Candidate must have the depth knowledge of emerging technologies like, cloud computing, block chain, other aspects of technology and Technical report writing about IT/ITeS.

POSITION

SENIOR MANAGER (INFRASTRUCTURE)

Qualification

Bachelors/Master Degree in IT (or related discipline) /Computer Science/Computer Engineering or allied discipline with minimum 16 year of education from HEC recognized university.

Experience

Minimum of 8 year experience in related ICT infrastructure under the role description as mention below.

The candidate must possess in depth knowledge ICT Infrastructure, Networking Topologies, Network Design, Security of a Network System, Information Security, Deployment of WAN/LAN Networks.

Any certifications on Network and Management/Design and Government sector working experience will be given preference.

Role Descriptions

- ICT infrastructure related planning and implementation across Federal Government

- Ability to do the sizing of ICT infrastructure related equipment of different ICT projects.

- Complete work breakdown structure to estimate effort required for each task.

- Clearly communicate expectations to team members and senior management.

- Prepares, maintains and submits clear & concise technical activity/progress reports and management reports of project.

- Provides deployment support for projects associate with infrastructure engineers for infrastructure designs.

- Ensures timely and proper network documentation for all applicable deployments.

- Identifies and recommends remediation and/or new processes where necessary in the digital environment.

- Serves as a resource to others in the resolution of highly complex infrastructure problems

POSITION

MANAGER (INFRASTRUCTURE)

Qualification

Bachelors/Master Degree in Computer Science/Computer Engineering, or allied discipline, from an accredited local or foreign University or MIT.

Experience

The candidate should have a minimum of 06 years post qualification relevant work experience. Any certifications on Network/Security/Systems/Networks Design and Government sector working experience will be given preference.

Role Descriptions

- The Candidate must possess in depth knowledge ICT Infrastructure, Networking Topologies, Network Design, Exchange Server, Cloud, Information Security, Deployment of WAN/LAN Networks and management.

- Manage ICT infrastructure including planning, deployment, configuration and installation of ICT related equipment.

- Manages the infrastructure related operations related to different ICT projects.

- Design and develop the network flow connectivity and its installation.

- Handles/resolve IT complaints and queries of senior officials.

- Monitors and evaluates the progress of infrastructure related project.

- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.

- Maintains network performance by performing network monitoring and analysis, troubleshooting network problems and escalating problems to vendor.

POSITION

MANAGER (Monitoring & Evaluation)

Qualification

Bachelors/Master Degree in Computer Science/Computer Engineering, or allied discipline, from an accredited local or foreign University or MIT.

Experience

Minimum of 6 years' experience in Public and Private Sector related to Project or Program Monitoring & evaluation/ Public Policy Implementation/ Public service delivery/ related discipline enter wide under the role description as mention below.

Role Descriptions

- Set and continually manage project and program expectations while delegating and managing deliverable with team members and stakeholders.

- Analyze indicators and performance, evaluate information and make recommendations.

- Delegate tasks and responsibilities to appropriate personnel. Monitor, track and control outcomes to resolve issues, conflicts, dependencies and critical path deliverables

- Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership

- Understand interdependencies between technology, operations and business needs

- Participate and/or drive feasibility studies, vendor selections and proposals for evaluation by appropriate key stakeholders

- Act as an internal quality control check for the project

- Develop and manage all aspects of project and program engagement from planning, external vendor relationships, communications, resources, budget, change, risks and issues.

POSITION

ASSIST MANAGER (ACCOUNTS & BUDGET)

Qualification

Bachelor/Master Degree in Accounting, Finance, M.COM or allied discipline, from an accredited local or foreign University.

Experience

Minimum of 4 years' experience in Public and Private Sector related to Project or Program design effective budget models for departments and the entire company.

Role Descriptions

- Analyze financial information (e.g. revenues, expenditures and cash management) to ensure all operations are within budget

- Present annual budgets to senior managers

- Review budget requests for approval

- Forecast future budget needs

- Identify variances between actual and budgeted financial results at the end of each reporting period

- Suggest spending improvements that increase profits

- Review the company's budget for compliance with legal regulations

- Ensure department managers meet budget submission deadlines

- Design and implement effective budgeting policies and procedures

POSITION

ASSISTANT MANAGER (PROJECT SUPPORT)

Qualification

Bachelor/Master Degree in Computer Science, Computer/Software Engineering, M.COM or allied discipline, from an accredited local or foreign University.

Experience

The candidate should have a minimum of 4 years relevant work experience from a reputable organization. Any certifications on Project Management and Government sector working experience will be given preference.

Role Descriptions

- Assist senior Project Management staff in routine tasks and responsibilities to appropriate personnel. Assist Senior management to Monitor, track and control outcomes to resolve issues, conflicts, dependencies and critical path deliverables

- Assist Senior Project management to conduct status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership

- Understand interdependencies between technology, operations and business needs

- Assist Senior Project Management staff to conduct / coordinate feasibility studies, vendor selections and proposals for evaluation by appropriate key stakeholders

- Assist Senior Project Management staff to internal quality control check for the project

- Assist Senior Project Management staff to Develop and manage all aspects of project and program engagement from planning, external vendor relationships, communications, resources, budget, change, risks and issues.

POSITION

Office ASSISTANT

Qualification

Graduated with at least 2-year relevant experience. Must have in depth knowledge of MS-Office

Experience

The position required presentation skills, computer skills, administrative skills, flexible attitude, honest &punctual mandatory skills.

POSITION

OFFICE BOY

Qualification

Matric/F.A with at least 1-year relevant experience. Must have in depth knowledge of MS-Office

Experience

- Maintain cleanliness of office equipment and furniture

- Keep and maintain the cleanliness of Kitchen/pantry

- Ensure the availability of all kitchen and other supplies at all times (i.e soap, air freshener, tissue, tea, sugar etc.

- Prepare the drinks of the employees and guests.

- Order food for guests/employees as required.

- Collecting and distributing couriers or parcels.