

## **JOB DESCRIPTION & SPECIFICATION**

<b>Job Title:</b>	<b>Project Manager</b>
<b>Job Level/Grade:</b>	<b>GMG/SEG 4</b>
<b>Division:</b>	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
<b>Reports to:</b>	AGD Project Manager/ <b>Steering Committee</b>
<b>Direct Reports:</b>	<b>Change Management Officer (GMG/ SEG 3), Data Validation Officer (PIDG/RIM 4),</b>

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This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

### **1. STRATEGIC OBJECTIVES**

The Information and Technology Division is responsible for providing support to the Treasury in all areas of operations, facilitating the modernization of fiscal processes through the use of better methods and techniques, and cutting-edge information technology. The work of this division improves the acquisition, allocation, utilisation and conservation of public financial resources using automated, integrated, effective, efficient and cost-effective information systems.

The Division is responsible for the development and maintenance of the Government's Integrated Financial Management Information System GIFMIS. It is also responsible for training the AGD's staff as well as staff of the MOFPS and other MDAs in the use and functions of the relevant IT systems, guided by recognized standards and formal policy.

The Division is also responsible for the implementation and maintenance of the AGD's Records Management System (RMS) as part of the overall management system, based on records management principles, to facilitate the management of the AGD's records to meet the AGD's information needs, stakeholders' information expectations, and statutory and fiscal requirements regarding records.

### **2. JOB PURPOSE**

Reporting to the AGD Project Manager/Steering Committee, the Digital Project Navigator is responsible for coordinating and overseeing the digitization of over 200,000 records within the

Accountant General's Department's (AGD's) Registry Unit. The role is required to manage project timelines, resources and quality control to ensure the successful conversion of physical records into a digital format within the specified timeframe and approved budget. The incumbent will monitor, evaluate and report on the Digital Transformation Project portfolio and ensure deliverables are within scope, time, cost and quality.

### **3. KEY OUTPUTS**

- Detailed project plan and timeline.
- Quality assurance reports.
- Data migration reports.
- Project progress reports.
- Final project report, including lessons learned.
- Project monitoring and evaluation framework/ plan developed
- Project budget and cashflow developed and monitored
- Project reporting mechanism established
- Reports and presentations developed
- Individual Work Plan prepared

### **4. KEY RESPONSIBILITIES**

#### *Technical*

- Develops and implements a comprehensive digitization project plan, including resource allocation, timelines and quality standards.
- Oversees the preparation, scanning and quality control of physical records.
- Coordinates with the Consultant Firm, Project Management Team and ITU for the implementation of the digital records management system or ECM.
- Manages data migration and validation processes.
- Ensures data security and compliance with data protection regulations.
- Monitors project progress, identifies potential risks and develops possible mitigation plans.
- Prepares regular project status reports and presentations.
- Coordinates with stakeholders, including Steering Committee, Registry staff, ITU personnel and senior management.
- Develop and implement training programs for staff on the use of the new digital system.
- Reviews and maintains Project Management standards and procedures in keeping with the Digital Transformation Project.
- Coordinates all the components of the Digital Transformation Project's life cycle to include the following: planning, scheduling, resourcing, risk assessment, cost/benefit analysis, change management, monitoring and evaluating and establishing and presenting milestones/final deliverables and overall costs.
- Employs the use of historical, political and broader contexts to inform project directions and mitigate risks.

- Develops mechanisms to obtain the commitment of key stakeholders involved, to pursue project strategies, including cross-functional initiatives.
- Provides on-going communication to relevant audiences in relation to project activities and advancement.
- Ensures the appropriate and relevant level of testing is in place for all projects e.g. system, regression and user acceptance testing with stakeholders etc
- Ensures that project risks are managed effectively and appropriate strategies are in place to respond to variances.
- Implements systems for monitoring and evaluating project performance and outputs.
- Provides effective coordination and management of the project's budget, expenditure and resources, to achieve the project end goal.
- Ensures that project plan goals are clear and appropriate, including contingency provisions.
- Liaises with the Director OD&PEM to develop and implement a change management plan to address staff resistance and facilitate adoption of new processes.
- Anticipates and assesses the impact of changes, such as government policy/economic conditions, on project plans and initiatives and responds appropriately.
- Optimizes resource allocation and utilization to maximize efficiency of the Digital Transformation Project.
- Develops and implements a robust quality assurance framework to ensure project accuracy and completeness.
- Tracks, monitors and communicates project progress against the project plans, requirements, quality measures, standards, processes, and milestones.
- Considers the implications of a wide range of complex issues and adjusts project priorities when necessary.
- Identifies opportunities for process innovation and technological advancements.
- Initiates and develops short, medium and longer-term goals and plans to guide the work of the internal project team in line with the Digital Transformation Project objectives.
- Monitors performance against predetermined standards and take timely corrective actions accordingly.
- Analyses project performance and proposes/recommends strategies to minimize performance lags and deviation.
- Keeps key stakeholders (sponsors, steering committee, executive/senior management, staff, etc.) informed about project progress and performance outcomes.
- Liaises with Director, OD&PEM to develop plans to transition the organization through change initiatives and evaluates progress and outcomes to inform future planning.
- Practices conflict resolution techniques to diffuse tensions or misunderstandings with staff or other internal as well as external stakeholders, towards an effective resolution.
- Provides direction to the internal functional team so that tasks and activities are coordinated for project scope control, quality control, communication management, change control management, risk management and issue management.
- Promotes a culture of integrity and professionalism within the project activities.

### **Any Other Duties**

- Any other duties related to the Digital Transformation Project that may be assigned.

## **5. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- Percentage of records digitized within the specified timeframe.
- Accuracy of digitized records.
- Adherence to project budget and resources.
- Timeliness of project milestones.
- Effective management of project risks.
- Quality of the digital records management system, ECM.
- User satisfaction with the new system.
- Project progress reports developed and reviewed in keeping with quality, template and timelines
- Project monitoring and evaluation framework or plans developed according to standards, best practices and timelines
- Coordinated approach is adopted in the review of project status, resource and budget allocations update and milestones in accordance with standards and templates used for reporting
- Project budget and cashflow developed and monitored based on the requirements of the project and within established timelines.
- Project reporting mechanisms established and monitored according to requirements and timelines.
- Reports and presentations prepared with accuracy and within agreed timeline
- Individual Work Plan prepared in keeping with standards and timelines
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## **6. AUTHORITY**

- Evaluates the performance of project contractors.
- Recommends and monitors project expenditures.
- Recommends corrective/improvement actions within the scope of the project.

## **7. REQUIREMENTS FOR THIS JOB:**

### **a. Qualification and Training**

- Bachelor's Degree in Project Management, Business Administration, Management Studies or related discipline.
- Certificate in Project Management

**b. Essential Experience and Knowledge:**

- At least three (3) years of experience performing similar functions.
- Experience in a monitoring and evaluation environment.
- Proficient in Project Management Software.

**c. Competencies**

The incumbent is a senior public servant who represents the Government at all times; a member of the Senior Executive team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

**Core Competencies**

- Oral and Written Communication Skills
- Problem Solving and Analytical Skills
- Customer Focus Skills
- Results Focus
- Integrity

**Technical Competencies**

- Knowledge of Project Management Principles and Practices
- Knowledge of Legislations, Policies and Procedures
- Knowledge of Research and Analysis Skills
- Knowledge of Change Management Skills

**Managerial Competencies**

- Leadership
- Emotional Intelligence
- Performance Management Skills

**8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

**Physical Demands** - Pressured working conditions with numerous critical deadlines.

**Work Environment** - Normal office conditions.

**Data Protection**

**Officers are required to comply with the Data Protection Act and the AGD's Data Protection Policies**