

**RS FORM 2 - JOB DESCRIPTION**

**SECTION A – POSITION DETAILS**

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| **POSITION TITLE: Program Manager** |
| **MINISTRY/OFFICE: Ministry of Finance & Treasury** |
| **DIVISION:** SIG ICT Services | **DUTY STATION:** SIG ICT Services, Lengakiki |
| **POSITION NUMBER:** NEW | **MINISTRY VACANCY NUMBER:** |
| **POSITION LEVEL: L11-L12** | **SALARY RANGE:** $ 78,614.63 - $ 86,209.38 |
| **THIS POSITION REPORTS TO:** Deputy Director – Digital Transformation and Strategic Projects |
| **POSITIONS SUPERVISED:** None |

**SECTION B - SCOPE OF DUTIES**

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on economic, financial, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the public sector.

The SIG ICT Services (SIG ICTS) division within the Ministry of Finance & Treasury is mandated to deliver innovative, sustainable, and secure ICT solutions, in an environment that fosters talent and focus on standards, taking pride in the role of SIG ICT Services in enabling SIG to provide improved services to the public and private sectors.

The Program Manager is responsible defining and coordinating the implementation of ICT portfolios, programs and projects. To coordinate with stakeholders in order to gather requirements, scope and budget. To develop and maintain program and project management documents and to provide regular reporting to the Deputy Director Digital Transformation and Strategic Projects and other stakeholders on programs and projects progress.

**SECTION C - KEY DUTIES**

This position is required to undertake the following duties:

1. Manage multi-stakeholder and complex projects by managing project management knowledge areas: integration, scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholder.
2. Responsible to develop project concepts, coordinate requirements gathering and technical specifications for programs and projects.
3. Establish and Coordinate program and project teams and for the coordination of its stakeholders.
4. Perform as a primary point of contact for consultants and subcontractors throughout the engagement and implementation stage of programs.
5. Work with the procurement team to ensure proper sourcing of resources and Monitor, track and forecast expenditure throughout the lifetime of the program.
6. Monitor and report on the progress of the activities, performance of consultants, subcontractors, and team and the quality of deliverables per contract.
7. Update the service management systems for providing timely and effective support to clients in your area of responsibility.
8. Manage contract and scope variations through a formal change control process, monitoring for scope creep.
9. Monitor risks to the delivery and success of an activity by regularly updating the activity risk register and escalating relevant risks and issues.

**SECTION D - KEY DELIVERABLES**

Theincumbent of this position will have their performance assessed according to following key deliverables:

1. Project Documents as required by the Deputy Director such as but not limited to Project Plans, Project Schedule, Risk Register, RACI Matrix, Business Requirements, contracts and procurement documents.
2. Develop projects concepts and coordinate requirements gathering and technical specifications for programs and projects
3. Updated Project Information Management System.
4. Monitoring and reporting the progress of the deliverables per contract
5. Proper monitoring and updating the activity risk register and escalating relevant risks and issues
6. Update and maintain the project management information system with all relevant
7. Regular Progress Reports to Management and Stakeholders on ICT Portfolios, Programs and Projects.
8. Monitoring risks to the delivery and success of an activity
9. 100% attendance and compliance with Code of Conduct

**SECTION E – QUALIFICATIONS AND CAPABILITIES**

**Desirable**

* Diploma, Degree or higher in Project Management, Postgraduate qualifications in Project management or related areas.

**Mandatory Qualifications and or Experience**

* Tertiary Qualification (Diploma, Degree or higher) in IT, Previous Program Management experience and working with project management teams or related field.
* 3 years’ experience in similar role and 5 years of progressive experience in Information Technology (IT).

**Behavioural:**

* Communication, Conflict resolution, resilience, innovative

**SECTION F - KEY SELECTION CRITERIA**

**Suitability for this position will be assessed against the following key criteria:**

* **KSC 1** Demonstrated ability to lead and coordinate a large team of multi-skilled ICT professionals, and external and internal stakeholders working in Projects and Digital Government.
* **KSC 2** Demonstrated ability to lead and manage large portfolio of ICT Projects for large organisation such as the Solomon Islands Government.
* **KSC 3** Demonstrated ability to communicate, coordinate gather and compile information from different stakeholders.
* **KSC 4** Tertiary qualifications in Project Management or related field.
* **KSC 5** Three years of experience in a similar role with at least 5 years of progressive experience in ICT leading complex projects.
* **KSC 6** Excellent written and verbal communication skills with demonstrated ability to translate technical specifications and concepts to layman terms.
* **KSC 7** Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.
* **KSC 8** Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

**SECTION G - TERMS AND CONDITIONS**

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| **Fortnightly Salary:** $ 3,023.64 - $ 3,315.75 | **Annual Salary**: $ 78,614.63 - $ 86,209.38 |
| **Annual Leave entitlement**: As per Public Service Policy |
| **Other Conditions of Service relevant to this position:*** Other A Housing Allowance
* Other standard leave entitlements outlined in the General Orders for SIG Public Servants
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