

Job Descriptions, duration and status of project positions approved by the Finance Committee of the National Assembly in respect of item#2 during its meeting on 20th September 2021

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1. Summary

S.No	Position Title	Position Status	Duration	Reports to
1	Project Director	Lump-sum Contract	21 months	Additional Secretary (SI)
2	Senior Manager (Planning)	Lump-sum Contract	21 months	Project Director
3	Manager (Procurement)	Lump-sum Contract	21 months	Project Director
4	Manager (Operations)	Lump-sum Contract	21 months	Project Director
5	Manager (Communication & Outreach)	Lump-sum Contract	21 months	Project Director
6	Assistant Manager (Technical Writing)	Lump-sum Contract	21 months	Project Director
7	Assistant Manager (Coordination)	Lump-sum Contract	21 months	Project Director
8	Accountant	Lump-sum Contract	21 months	Project Director

2. Position Title and Job Description

S.No	Position Title and Job Description
1	<p>Project Director</p> <p>General Responsibilities: The Project Director shall be responsible for the digital enablement of business processes and services necessary for the digital transformation of the National Assembly. The position shall be responsible to contribute to the achievement of the following goals as laid down in the National Assembly Strategic Plan 2019-23:</p> <ul style="list-style-type: none"> A. Goal-2: Committee systems and structures enhanced by making systems and processes more efficient B. Goal-3.1: Infrastructure development C. Goal-4: Research and Library provide Parliamentarians and Secretariat access to evidence-based decision making. Sub-goals 4.2 to 4.4 D. Goal-5: ICT tools optimized to strengthen Parliamentary efficiency. All sub-goals: <ul style="list-style-type: none"> a. 5.1. Digitalization (ERP) for House operations b. 5.2. Digital Legislative Database c. 5.3. Digitalizing Committee processes d. 5.4. ICT for Research Optimization e. 5.5. Enhance Connectivity f. 5.6. ICT based citizens engagement E. Goal-6: Institutionalize PMU for implementation and review of NA Strategic Plan and strengthen it to perform effectively in developing partnerships F. Goal-9: Enhance SDGs capacity and linkages with Ministries, and international partners to make it effective in achieving desired results G. Goal-10: Support increasing engagement of Women Parliamentary Caucus with various stakeholders H. Goal-11: Enhance and encourage citizen participation from: Academia, youth and women, and vulnerable population segments <p>Specific Responsibilities:</p> <ul style="list-style-type: none"> A. Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules. B. Meeting with project team members to identify and resolve issues. C. Submitting project deliverables and ensuring that they adhere to quality standards.

- D. Preparing status reports by gathering, analyzing, and summarizing relevant information.
- E. Receive deliverables from vendors, analyze and submit with recommendation for approvals
- F. Prepare market analysis reports, technical specification and any other data etc., for preparation of bid and tenders for procurement of Goods and Services required for implementation of project activities
- G. Maintain compliance with regulatory and policy directives of the organization and the Federal government related to the disposal of project activities
- H. Prepare annual and bi-annual procurement plan and strategy
- I. Establishing effective project communication plans and ensuring their execution.
- J. Conducting post-project evaluation and identifying successful and unsuccessful project elements.
- K. Develop and establish policies, strategies, and operating objectives consistent with those of the organization
- L. Manages and administers a large, diverse team of professional/technical and support staff, both directly and through lower level managers and supervisors
- M. Ensure timely execution of National Assembly Strategic Plan 2019-23
- N. Be responsible to contribute to the achievement of the goals as laid down in the National Assembly Strategic Plan 2019-23

Required Education Qualification:

Minimum 16 years of education and a degree from an HEC recognized degree awarding institute in Business Management, Project Management, Computer Science, IT, Computer/Electrical Engineering, or any other related field.

Required Experience:

- 10 years relevant work experience.

Preferred Skills:

- Ability to lead and manage project teams
- Project management in public sector organization
- Understanding of Technical, legal and policy matters related to information technology and digital enablement
- Understanding of procurements in public sector
- Understanding of ERP implementation

2 **Senior Manager (Planning)**

General Responsibilities:

The Senior Manager (Planning) shall be responsible for successful planning, project management and managing the overall project life-cycle of projects/initiatives required for the digital enablement of business processes and services necessary for the digital transformation of the National Assembly. The position shall be responsible to contribute to the achievement of the following goals as laid down in the National Assembly Strategic Plan 2019-23:

- A. **Goal-2:** Committee systems and structures enhanced by making systems and processes more efficient
- B. **Goal-3.1:** Infrastructure development
- C. **Goal-4:** Research and Library provide Parliamentarians and Secretariat access to evidence-based decision making. Sub-goals 4.2 to 4.4
- D. **Goal-5:** ICT tools optimized to strengthen Parliamentary efficiency. All sub-goals:
 - a. 5.1. Digitalization (ERP) for House operations
 - b. 5.2. Digital Legislative Database
 - c. 5.3. Digitalizing Committee processes
 - d. 5.4. ICT for Research Optimization
 - e. 5.5. Enhance Connectivity
 - f. 5.6. ICT based citizens engagement
- E. **Goal-6:** Institutionalize PMU for implementation and review of NA Strategic Plan and strengthen it to perform effectively in developing partnerships
- F. **Goal-9:** Enhance SDGs capacity and linkages with Ministries, and international partners to make it effective in achieving desired results
- G. **Goal-10:** Support increasing engagement of Women Parliamentary Caucus with various stakeholders
- H. **Goal-11:** Enhance and encourage citizen participation from: Academia, youth and women, and vulnerable population segments

Specific Responsibilities:

- A. Translate stakeholders requirements into technical specification in project planning documents
- B. Plan projects/initiatives according to the timeline of different project stakeholders
- C. Conduct market research of technical trends, specification of technology platforms, products and services that meets the requirements of project stakeholders
- D. Document, Present project planning documents including execution strategy,