

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
<p>Programme Head/ Programme Manager</p>	<ul style="list-style-type: none"> A Bachelor's Degree or professional qualifications related to the field from a recognized university/institution 	<ul style="list-style-type: none"> Minimum 10 years of relevant experience out of which minimum 02 years served as a senior project manager or above category 	<p>Programme Management</p> <ul style="list-style-type: none"> Conceptualize different projects by identifying specific business or social requirements which can be addressed through digital transformation Carryout an impact analysis on identified social requirements and evaluate the possible outcomes that can be achieved and have a positive impact to economic/social development of the country Identify sub projects and assign resources, staffing for each project Efficiently and effectively managing the implementation of programme within a time limit and budget and ensure that desired outcomes are achieved Directing and supervising implementation partners, to ensure effective delivery of projects and ensure compliance to government procedures, statutory regulations and guidelines and quality aspects. Supervise sign off and acceptance between ICTA, the relevant stakeholders and the implementation partner(s). Responsible for the delivery of the project budgets. Ensure that Project Managers have, fully fledged implementation plan covering all aspects. <p>Stakeholder Management</p> <ul style="list-style-type: none"> Work closely with the stakeholders including Government organizations, private sectors, vendors to provide an effective service up to the expectations effectively communicate the vision, scope and benefits of the project to all stakeholders (Government Officials, Citizens etc.)

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<p>Programme Head/Programme Manager</p>			<p>Compliance</p> <ul style="list-style-type: none"> • Ensure project teams meet all reporting requirements (including activity reports), as necessitated by ICTA, Government of Sri Lanka and other relevant authorities. • Monitor progress towards achieving results/outcomes on an ongoing basis and escalate any issues to the Project Directors. • Adhere to ICTA, GoSL, policies, procedures and guidelines • Promote transparency, efficiency, responsiveness to all internal and external parties <p>Team Management</p> <ul style="list-style-type: none"> • Leading project teams to ensure that overall programme outcomes are achieved • Ensure required resources are in place for the smooth operation of project activities. • Adhere to any other instructions of Senior Management and carry out any other duties and responsibilities assigned by the Management