

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
Project Manager	<ul style="list-style-type: none"> Bachelor' s Degree or equivalent qualifications related to the field from a recognized university/institution 	<ul style="list-style-type: none"> Minimum 5 years of relevant experience 	<p>Project management</p> <ul style="list-style-type: none"> Manage the entire life cycle of the project which includes working process management, project procurement, contract management,] conducting steering committee meetings, payment management On approval of project plans, manage efficiently and effectively the implementation of projects within time period and budget towards the end results Preparations of other relevant documentation, including but not limited to, concept notes, Terms of Reference, inter agency agreements and contracts for assigned projects. Supervise sign off and acceptance between ICTA, the relevant stakeholders and the implementation partner(s). Escalate issues impacting delivery of project milestones in a timely and efficient manner, and assist in finding and leading resolutions for the same <p>Stakeholder Management</p> <ul style="list-style-type: none"> Work closely with the stakeholders including Government organizations, Provincial Ministries and contracted service providers to deliver the desired project outputs Able to effectively communicate the vision, scope and benefits of the project to all stakeholders (Government Officials, Citizens etc.)

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Project Manager			<p>Compliance</p> <ul style="list-style-type: none"> • Meet the reporting requirements as necessitated by ICTA, Government of Sri Lanka and other relevant authorities. • Adhere to ICTA, GoSL, policies, procedures and guidelines • Promote transparency, efficiency, responsiveness to all internal and external parties