

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
<p>Project Officer /Project Technical Officer</p>	<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"> 2 years of experience 	<p>Project Management</p> <ul style="list-style-type: none"> Assist in the project preparations of other relevant documentation, including but not limited to, concept notes, Terms of Reference, inter agency agreements and contracts for assigned projects. <p>Support the senior project team in relation to documentation work of project.</p> <ul style="list-style-type: none"> Assist in project managers to ensure effective delivery of projects. 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"> Develop and maintain partnerships with the relevant stakeholders and implementation partners to enable ICTA to achieved desired results. Arrange and coordinate project steering committee meeting for assigned projects. Contribute towards the development of ICTA by fostering a supportive, team oriented work environment <p>Adhere to any other instructions Project Directors/Managers and carry out any other duties and responsibilities assigned by the Management</p>