

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
Senior Project Manager	<ul style="list-style-type: none"> <li>A Bachelor's Degree or equivalent qualifications related to the field from a recognized university/institution</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 7 years of relevant experience</li> </ul>	<p>Project management</p> <ul style="list-style-type: none"> <li>Efficiently and effectively managing the implementation of projects within the given timeframe and budgets, and ensure that desired outcomes are achieved</li> <li>Leading the team to meet project objectives</li> <li>Manage the entire life cycle of the project which includes working process management, project procurement, contract management, conducting steering committee meetings, payment management</li> <li>Preparations of other relevant documentations, including but not limited to, concept notes, Terms of Reference, inter agency agreements and contracts for assigned projects.</li> <li>Supervise sign off and acceptance between ICTA, the relevant stakeholders and the implementation partner(s).</li> <li>Escalate issues impacting delivery of project milestones in a timely and efficient manner, and assist in finding and leading resolutions for the same</li> </ul> <p>Stakeholder Management</p> <ul style="list-style-type: none"> <li>Actively participate in the consultative processes involving all stakeholders relevant to the assigned projects.</li> <li>Work closely with the stakeholders including Government organizations, Provincial Ministries and contracted service providers to deliver the desired project outputs</li> <li>Able to effectively communicate the vision, scope and benefits of the project to all stakeholders (Government Officials, Citizens etc.)</li> </ul>

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
Senior Project Manager			<p>Compliance</p> <ul style="list-style-type: none"> <li>• Ensure project teams meet all reporting requirements (including activity reports), as necessitated by ICTA, Government of Sri Lanka and other relevant authorities.</li> <li>• Adhere to ICTA, GoSL, policies, procedures and guidelines</li> <li>• Promote transparency, efficiency, responsiveness to all internal and external parties</li> </ul>