

HIGHER EDUCATION COMMISSION PAKISTAN

Higher Education Development in Pakistan (HEDP)

Job Description

Project Manager (LMS)

Job Title:	Project Manager (LMS)
Category:	Project Management
Duty Station:	Islamabad
Type of Contract:	Contractual Appointment
Duration of Assignment:	Till the completion of the project, based on an assessment of performance
No. of Position(s):	One (01)

BACKGROUND:

Higher Education Commission (HEC) is embarking upon the Higher Education Development in Pakistan (HEDP) Project funded by the World Bank. The project aims, among other objectives, to strengthen governance in the higher education sector of Pakistan.

Given the cross-cutting and transformative nature of information technology, HEDP has several activities that aim to leverage IT to improve teaching, learning and research environment in Pakistan.

PROJECT DESCRIPTION:

The project supports the implementation of a subset of activities from the Higher Education Commission's (HEC's) Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the Government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning, and strengthening governance, in the higher education sector. More information on HEDP can be found here: <http://projects.worldbank.org/P161386?lang=en>.

CORE RESPONSIBILITIES:

The Project Manager Learning Management System (LMS) will be a part of the Project Coordination Unit (PCU) for implementation of Component 3 of the project, and specifically work for the anticipated LMS under the project. She/ He will report to Project Coordinator.

Job Responsibilities:

The key responsibilities of the Project Manager (LMS) shall include, but not limited to the following:

- Responsible for developing the Project plan, following and monitoring the project plan to implement LMS.
- Manage all stakeholders, their communications and work streams.
- Evaluate aspects of configuration and customization of the product.
- Prepare schedules for deployment of upcoming releases and fixes.
- Work closely with technical team and HEC's functional users to best align resources with business needs
- Understand and coordinate activities \ between multiple divisions of HEC.
- Understand and establish priorities to identify and manage resource requirements.
- Monitor performance of project tasks and prepare project activity reports in a timely manner.
- Access, mitigate and manage risks.
- Ensure project deliverables are completed on time
- Document project meetings, compile meeting minutes and project deliverables

COMPETENCIES:

Key Skills and Competencies:

- Business process management and cross functional team solutioning is highly desirable.
- Knowledge of the large scale information systems.
- Experience with LMS would be a plus
- Adept at identifying and managing upstream and downstream impacts and dependencies in the upgradation and migration processes.
- PMP and/or any related certification would be preferred

MINIMUM QUALIFICATIONS:

Education

- At least sixteen years of education (Master's degree would be a plus) specializing in ICT/Engineering/Computer Science/Information Management/ or equivalent.

Work Experience

- 08 years ICT related experience, minimum 5 years as Project Manager in IT solution deployments and migration.