

## Annex-B: Job Description of Project Management Staff

<b>Job Title</b>	<b>Project Director Equivalent PPS-10</b>
No of Positions	One (1)
Category	Project Management
Duty Station	Islamabad
Type of Contract	Fixed Term
Duration of Assignment	One-year contractual appointment, extendible based on satisfactory performance
Job Responsibilities	<ul style="list-style-type: none"> <li>• Oversee the implementation of the PMNIA project.</li> <li>• Undertake a focused and accelerated program of activities, within the framework of the project, as spelt out in the PC-1.</li> <li>• Ensure all targets laid down as KPIs are achieved in a timely manner.</li> <li>• Oversee management of the day-to-day operations of the KJIL project, including, but not limited to budget and finance, human resource management, recruitment, capacity building of staff as needed, procurement and purchasing, and records management.</li> <li>• Oversee the development and regular review of all plans, surveys, and policies of the project.</li> <li>• Develop strong academia industry networks</li> <li>• Develop platform for startup funding opportunities like, pre seed funding, seed funding, crowd funding and Venture Capital .</li> </ul>
Qualification	First class Masters/Bachlors degree (16 years) in Management Sciences/Business Administration/ Master of Public Administration, Information and Technology/Computer Sciences/ / Engineering and Technology.
Experience	The incumbent shall be specialist in Project Management with Eight (08) years minimum experience in corporate and academics institutes in managerial capacity to plan, implement, execute, and maintain project on national level including three (3) years' experience in running or managing startups and at least two (02) years of relevant experience at the national or international level in program implementation and management, monitoring and evaluation of business incubation center.
Competencies	<ul style="list-style-type: none"> <li>• Overall project management of all PMNIA activities</li> <li>• Proficiency in the usage of computer desktop application MS Office (Word, Excel, and Power Point), MS Project and experience in handling of web-based data and information management systems.</li> <li>• Ability to organize a daily workload by priorities.</li> <li>• Must be able to meet deadlines actively.</li> <li>• A proactive approach to problem solving with strong decision-making skills.</li> <li>• Professional level written and verbal communication.</li> <li>• Excellent time management, organizational and interpersonal skills.</li> </ul>