



Ministry of Digital Economy
Project Management Unit (PMU)

Job Descriptions

1. **Title: System Catalog Coordinator - 1 vacancy**
2. **Introduction:** A System Catalog Coordinator requests information and creates a system catalogue, ensuring that all technical components, configurations, and documentation are obtained from ICTA and various government departments and that they are accurately recorded.
3. **Duration:** 6 months service contract
4. **Job Descriptions :**

1. System Catalog Coordinator - Project Management Unit

Position	System Catalog Coordinator - Project Management Unit
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The specific requirement is to create and maintain a comprehensive system catalog, documenting technical components, configurations, and information from ICTA and government departments.
Key Responsibilities	<p>3. Key Responsibilities The Project Manager (PM) will work closely with the Head of PMU and relevant stakeholders to deliver the following tasks:</p> <ol style="list-style-type: none">1) Information Gathering: Request and collect information about existing systems, applications, and infrastructure from ICTA and various government departments.2) Catalog Creation: Develop and maintain a centralized system catalog, accurately recording all gathered information.3) Data Validation: Ensure the accuracy and completeness of the information in the system catalog.4) Documentation: Document the cataloging process and maintain clear guidelines for data entry and maintenance.

Qualifications and Experience	<p>(i) Experience</p> <ul style="list-style-type: none"> ● Minimum of 2 years of experience in IT documentation, system administration, or a related role. <p>(ii) Knowledge</p> <ul style="list-style-type: none"> ● Understanding of IT systems, infrastructure, and applications.
Technical Skills	<ul style="list-style-type: none"> ● Proficiency in using documentation tools and databases. ● Strong skills in MS Office Suite (especially Excel).
Non-Technical Skills	<ul style="list-style-type: none"> ● Excellent organizational and communication skills. ● Attention to detail and accuracy. ● Ability to work independently and manage information effectively.
Educational Requirements	<ul style="list-style-type: none"> ● Bachelor’s degree in a relevant field (e.g., Business, IT, Engineering, Public Administration).
Certifications (Optional)	<ul style="list-style-type: none"> ● Relevant certifications in IT documentation or information management.