Ministry of Digital Economy
Project Management Unit (PMU)

Job Descriptions

1. **Title: Project Manager -** 5 vacancies
2. **Introduction:** Overall Project Management: Responsible for planning, executing, monitoring, controlling, and closing specific projects or work streams within the overall transition plan. This includes managing timelines, budgets, resources, risks, and stakeholder communication. PMs will be involved in:
   * Establishing DEA/GovTech (legislation, structure).
   * Managing the Interim Project Unit.
   * Overseeing project handovers.
3. **Duration**: 6 months service contract
4. **Job Descriptions :**

1. Project Manager (PM) – Digital Initiatives

Position	Project Manager (PM) – Digital Initiatives
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The candidate will be responsible for driving the successful implementation of key digital initiatives, ensuring stakeholder alignment, and managing risks, resources, and project deliverables.
Key Responsibilities	**3. Key Responsibilities** The Project Manager (PM) will work closely with the Head of PMU and relevant stakeholders to deliver the following tasks: **(i) Initiative Planning** ● Lead the planning and execution of projects related to Digital Government, Digital Industry, Digital Economy, Strategic Industries, and Capacity Building. ● Develop project plans, timelines, and budgets, ensuring alignment with MoDE's strategic objectives. ● Establish project KPIs and success criteria. **(ii) Stakeholder Engagement** ● Engage with government agencies, industry partners, and citizens to ensure effective collaboration and alignment with policy objectives. ● Facilitate stakeholder meetings, workshops, and feedback sessions. ● Resolve conflicts and build consensus among stakeholders. **(iii) Resource Management**

	● Manage project resources, including personnel, budgets, and timelines. ● Optimize resource allocation to maximize efficiency and impact. ● Monitor and report on resource utilization and project costs. **(iv) Risk Management** ● Identify, assess, and mitigate risks associated with digital initiatives. ● Develop and implement risk management strategies. ● Monitor risk exposure and take corrective actions as required. **(v) Reporting** ● Provide regular progress reports to the Head of PMU and Steering Committee. ● Document key project milestones, challenges, and outcomes. ● Ensure timely submission of reports and deliverables.
Qualifications and Experience	**(i) Experience** ● Minimum of **3 years** of project management experience, preferably in digital transformation or public sector projects. **(ii) Knowledge** ● Strong understanding of digital government, digital economy, and strategic industries. ● Familiarity with the Sri Lankan government's digital policies and structures.
Technical Skills	● Proficiency in project management software (e.g., MS Project, Jira, Trello). ● Ability to develop project plans, budgets, and risk mitigation strategies. ● Data analysis and reporting skills.
Non-Technical Skills	● Excellent communication and presentation skills. ● Strong leadership and stakeholder management abilities. ● Ability to work under pressure and manage competing priorities.
Educational Requirements	● Bachelor's degree in a relevant field (e.g., Business, IT, Engineering, Public Administration).
Certifications (Optional)	● PMP, PRINCE2, or equivalent project management certification preferred.

2. Project Manager (PM) – Project Management Unit

Position	Project Manager (PM) – Project Management Unit
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The primary objective is to provide project management expertise to the PMU of MoDE, overseeing critical initiatives, managing the interim project unit, and handling urgent requests. The candidate will be responsible for managing both existing projects formerly owned by ICTA and new projects identified by the PMU of MoDE.
Key Responsibilities	The Project Manager (PM) will work closely with the Head of PMU and relevant stakeholders to deliver the following tasks: **(i) Project Planning & Execution** - Develop and maintain project plans, schedules, and budgets for assigned projects. - Manage the execution of key initiatives, including **SLUDI, PM Tool, and ERP**. - Ensure projects are delivered on time, within scope, and within budget. **(ii) Team Management** - Lead and manage project teams, including internal staff and external resources. - Oversee the work of external consultants and ensure alignment with project objectives. - Provide guidance, mentorship, and support to team members. **(iii) Risk Management** - Identify, assess, and mitigate project risks. - Develop contingency plans and implement corrective actions as needed. - Monitor project risks and escalate issues to the Steering Committee when required. **(iv) Stakeholder Management** - Communicate effectively with stakeholders, including government agencies, industry partners, and citizens. - Provide regular updates and reports to the Head of PMU and Steering Committee. - Manage stakeholder expectations and resolve conflicts as needed. **(v) Urgent Requests** - Respond to urgent requests from government organizations related to digital systems. - Ensure rapid response and resolution of critical issues. - Provide detailed reports on the handling of urgent requests.

Qualifications and Experience	**(i) Experience** ● Minimum of **5–7 years** of experience in project management, preferably in the public sector or in projects related to digital transformation. ● Proven track record of managing complex projects involving multiple stakeholders. **(ii) Knowledge** ● Strong understanding of project management methodologies (Agile, Waterfall). ● Familiarity with the Sri Lankan government context is an advantage.
Technical Skills	● Proficiency in project management software (e.g., MS Project, Asana, Jira). ● Strong skills in MS Office Suite (Excel, Word, PowerPoint). ● Ability to analyze data and generate reports.
Non-Technical Skills	● Excellent communication and presentation skills. ● Strong leadership and negotiation abilities. ● Ability to work under pressure and manage competing priorities. ● Problem-solving and conflict-resolution skills.
Educational Requirements	● Bachelor's degree in Project Management, Business Administration, Information Technology, or a related field.
Certifications (Optional)	● PMP, PRINCE2, or equivalent project management certification preferred.

3. Project Manager (PM) – Digital Economy Authority/GovTech Establishment

Position	Project Manager- Digital Economy Authority/GovTech Establishment
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The specific requirement for this position is to provide project management assistance to the Head of the DEA/GovTech Establishment team within the PMU of MoDE. The Project Manager will be responsible for coordinating the activities related to the creation of the legal and operational framework for the DEA and GovTech.
Key Responsibilities	The candidate shall report to the Head of PMU during standard office hours and will be responsible for completing the following key tasks over six (06) months under the supervision of the relevant sectoral leader: **(i) Legislative Drafting Support** ● Collaborate with the MoDE, the Advisor to the President on Digitalization, and legal experts to draft and refine the legislation for DEA and GovTech. ● Participate in meetings and workshops. ● Develop and maintain project schedules. ● Track progress against milestones. ● Manage risks and issues. ● Prepare progress reports. **Key Deliverables:** ● Draft Legislation Outline ● Revised Draft Legislation ● Submission of Legislation for Approval **(ii) Organizational Structure Definition** ● Assist in defining the organizational structures, reporting lines, and mandates of DEA and GovTech. **Key Deliverables:** ● Contribution to Draft Legislation **(iii) Recruitment Process Support** ● Support the recruitment process for key leadership positions in DEA and GovTech. ● Define job descriptions and develop remuneration packages. ● Manage the application and interview process. **Key Deliverables:** ● Initial Job Descriptions & Remuneration Framework ● Shortlist of Potential Candidates ● Formal Job Postings **(iv) Operational Planning** ● Contribute to the development of initial operational plans for DEA and GovTech. **Key Deliverables:** ● Initial Operational Plans
Qualifications and Experience	**Experience** ● Minimum of 5–7 years of experience in project management, preferably in the

	public sector or in projects related to digital transformation, e-governance, or technology policy. ● Proven track record of successfully managing complex projects with multiple stakeholders. ● Experience with legislative drafting processes is a significant advantage. **Knowledge** ● Deep understanding of project management methodologies (e.g., Agile, Waterfall, PRINCE2). ● Familiarity with the Sri Lankan government's structure, policies, and procedures. ● Knowledge of the digital economy landscape in Sri Lanka and globally.
Technical Skills	● Proficiency in project management software (e.g., MS Project, Asana, Jira, Trello). ● Strong skills in using MS Office Suite (Word, Excel, PowerPoint). ● Ability to create and interpret Gantt charts, project plans, and risk registers. ● Understanding of budgeting and financial reporting for projects. ● Experience with stakeholder management and communication tools.
Non-Technical Skills	● Excellent communication (written and verbal) and interpersonal skills. ● Strong leadership and team management abilities. ● Excellent negotiation and conflict resolution skills. ● Ability to work independently and as part of a team. ● Strong analytical and problem-solving skills. ● Ability to work under pressure and meet tight deadlines. ● High level of professionalism and integrity.
Educational Requirements	● Bachelor's degree in Project Management, Business Administration, Information Technology, Public Administration, or a related field.
Certifications (Optional)	● Project Management Professional (PMP) ● Certified Associate in Project Management (CAPM) ● PRINCE2 Practitioner ● Agile Certified Practitioner (PMI-ACP) ● Other relevant project management certifications

4. Project Manager (PM) – Project Handover

Position	Project Manager (PM) – Project Handover
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The specific requirement for this role is to provide project management expertise to the PMU, specifically focused on managing the handover of projects to relevant government organizations. The Project Manager will be responsible for coordinating and executing the project handover process, ensuring that all operational, technical, and administrative requirements are met.

Key Responsibilities	The candidate shall report to the Head of PMU during standard office hours and will be responsible for the following tasks and deliverables:
	(i) Handover Planning
	● Develop and execute detailed handover plans for designated projects, including:
	  ○ Timelines and milestones
	  ○ Resource allocation
	  ○ Risk mitigation strategies
	● Ensure alignment with project goals and government policies.
	● Monitor and adjust plans based on feedback and emerging challenges.
	Key Deliverables:
	● Comprehensive Handover Plan
	● Updated Project Status Reports
	
	(ii) Stakeholder Management
	● Liaise with key stakeholders, including government organizations, vendors, and project teams, to ensure a smooth transition.
	● Organize and lead stakeholder meetings to address concerns and provide updates.
	● Facilitate knowledge transfer sessions with receiving organizations.
	Key Deliverables:
	● Stakeholder Engagement Reports
	● Meeting Summaries
	
	(iii) Documentation
	● Prepare and update comprehensive documentation for project handover, including:
	  ○ Project summaries
	  ○ Technical specifications
	  ○ User manuals and operational guidelines
	● Ensure all documentation is accurate, clear, and easily accessible.
	Key Deliverables:
	● Finalized Project Documentation Pack
	● Handover Reports
	
	(iv) Risk Management

	● Identify potential risks associated with project handover and develop mitigation strategies. ● Monitor risk factors and implement corrective measures as needed. ● Maintain a project risk register and update regularly. **Key Deliverables:** ● Project Risk Register ● Risk Mitigation Plans **(v) SLA Negotiation** ● Support the negotiation and finalization of Service Level Agreements (SLAs) with receiving organizations. ● Ensure that SLAs align with project goals and government standards. ● Monitor SLA compliance post-handover. **Key Deliverables:** ● Draft and Finalized SLAs ● SLA Compliance Reports
Qualifications and Experience	**Experience:** ● Minimum of **5 years** of experience in project management, with proven expertise in project handover or transition management. ● Experience in managing complex projects with multiple stakeholders. ● Experience in public sector projects or government-related digital transformation initiatives is a significant advantage. **Knowledge:** ● Strong understanding of project management methodologies (e.g., Agile, Waterfall, PRINCE2). ● Familiarity with the Sri Lankan government structure, policies, and procedures. ● Knowledge of the digital economy landscape in Sri Lanka and globally.
Technical Skills	● Proficiency in project management software (e.g., MS Project, Asana, Jira, Trello). ● Strong skills in MS Office Suite (Word, Excel, PowerPoint). ● Ability to create and interpret Gantt charts, project plans, and risk registers. ● Understanding of budgeting and financial reporting for projects. ● Experience with stakeholder management and communication tools.
Non-Technical Skills	● Excellent communication (written and verbal) and interpersonal skills. ● Strong leadership and team management abilities. ● Excellent negotiation and conflict resolution skills. ● Ability to work independently and as part of a team. ● Strong analytical and problem-solving skills. ● Ability to work under pressure and meet tight deadlines. ● High level of professionalism and integrity.
Educational Requirements	● Bachelor's degree in Project Management, Business Administration, Information Technology, Public Administration, or a related field.
Certifications (Optional)	● Project Management Professional (PMP) ● Certified Associate in Project Management (CAPM)

	- PRINCE2 Practitioner - Agile Certified Practitioner (PMI-ACP) - Other relevant project management certifications

5. Project Manager (PM) – Maintenance of Essential Common Services

Position	Project Manager (PM) – Maintenance of Essential Common Services
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The Project Manager will ensure uninterrupted service provision, track performance, manage incidents, and plan for a smooth handover to the new organizational structure (DEA/GovTech).

Key Responsibilities	The candidate shall report to the Head of PMU and will be responsible for the following tasks and deliverables:
	(i) Service Oversight
	● Oversee the day-to-day operation and maintenance of the 10 essential common services, coordinating with technical staff and stakeholders.
	● Ensure continuous and reliable service delivery.
	● Identify and address technical and operational challenges.
	Key Deliverables:
	● Monthly Service Performance Reports
	● Incident Reports
	
	(ii) Performance Monitoring
	● Develop and track Key Performance Indicators (KPIs) for each service, monitoring performance against established targets.
	● Identify trends and provide recommendations for service improvement.
	● Ensure all services meet agreed performance standards.
	Key Deliverables:
	● Monthly KPI Reports
	● Performance Improvement Recommendations
	
	(iii) Incident Management
	● Establish and manage a process for handling service incidents and outages.
	● Ensure timely resolution and communication of incidents to stakeholders.
	● Develop a root cause analysis and corrective action plan for recurring issues.
	Key Deliverables:
	● Incident Management Plan
	● Root Cause Analysis Reports
	(iv) Transition Planning
	● Develop a comprehensive plan for transitioning the essential services to DEA/GovTech, including:
	   ○ Timelines and milestones
	   ○ Resource allocation
	   ○ Risk mitigation strategies
	● Ensure alignment with MoDE's strategic objectives.
	● Identify and manage transition-related risks.
	Key Deliverables:
	● Detailed Transition Plan

	● Risk Mitigation Plan
	(v) Stakeholder Communication
	● Maintain regular communication with service users, technical staff, and MoDE/PMU leadership.
	● Provide updates on service status and transition progress.
	● Facilitate knowledge transfer sessions with receiving organizations.
	Key Deliverables:
	● Stakeholder Engagement Reports
	● Meeting Summaries
	
	(vi) Reporting
	● Provide regular reports to the Head of PMU on the status of service performance and transition milestones.
	● Present findings, challenges, and recommendations to the Review Committee.
	Key Deliverables:
	● Mid-term Review Presentation
	● Final Transition Report
	
	(vii) Documentation
	● Maintain and update all operational and transition-related documentation, including:
	   ○ Technical specifications
	   ○ User manuals
	   ○ Service guidelines
	● Ensure that documentation is accurate and easily accessible.
	Key Deliverables:
	● Finalized Service Documentation Pack
	● Transition Report

Qualifications and Experience	**Experience:** ● Minimum of **3 years** of experience in IT service management, operations management, or project management. ● Proven expertise in managing complex projects with multiple stakeholders. ● Experience in managing IT service transitions or handovers is highly desirable. ● Experience in public sector projects or government-related digital transformation initiatives is advantageous. **Knowledge:** ● Strong understanding of IT service management frameworks (e.g., ITIL). ● Familiarity with the Sri Lankan government structure, policies, and procedures. ● Knowledge of the digital economy landscape in Sri Lanka and globally.
Technical Skills	● Proficiency in project management software (e.g., MS Project, Asana, Jira, Trello). ● Strong skills in MS Office Suite (Word, Excel, PowerPoint). ● Ability to create and interpret Gantt charts, project plans, and risk registers. ● Understanding of budgeting and financial reporting for projects. ● Experience with stakeholder management and communication tools.

Non-Technical Skills	● Excellent communication (written and verbal) and interpersonal skills. ● Strong leadership and team management abilities. ● Excellent negotiation and conflict resolution skills. ● Ability to work independently and as part of a team. ● Strong analytical and problem-solving skills. ● Ability to work under pressure and meet tight deadlines. ● High level of professionalism and integrity.
Educational Requirements	● Bachelor's degree in Project Management, Information Technology, Business Administration, Public Administration, or a related field.
Certifications (Optional)	● Project Management Professional (PMP) ● Certified Associate in Project Management (CAPM) ● PRINCE2 Practitioner ● ITIL Certification ● Other relevant project management or IT service management certifications