

Job Description	
Job Title: Project Manager Durshal	
Grade: Equivalent to BPS-18	
Department: Durshal Project	
Location: Peshawar	

Background: The Khyber Pakhtunkhwa Information Technology Board is a public sector autonomous organization established under an Act of the Khyber Pakhtunkhwa Assembly in May 2011 for the promotion of Information Technology, Information Technology enabled services and Information Technology enabled education for private sector of the Province of the Khyber Pakhtunkhwa.

Primary Duties and Responsibilities:

The Project Manager will manage the implementation of the project, ensuring the success in implementation and coordination with all relevant stakeholders.

- Guide the IT sector’s growth and increase opportunities for youth in the province by managing formalized co-working spaces.
- Develop a plan for training and mentoring, by providing Co-working Space opportunities to the co-workers.
- Provide guidance and support in respect of entrepreneurship mentoring and training; support for crowdsourced innovation; early stage business development and product commercialization; and angel/VC investment networks.
- Assessing the state of entrepreneurship, innovation and financing activities through interviews, research and comparative analysis.
- Build a strategy for co-working space programs.
- Build a strategy for financing co-workers/entrepreneurs.
- Represent the project on all technical, administrative and financial matters.
- Manage and coordinate among all actors of the Project dealing with problems, troubled situations and conflicts.
- Provide managerial and technical inputs and guidance to implement Project activities, and ensure that team members coordinate with each other as required to deliver the Project results.
- Report on progress and dealing with queries, comments and complaints.
- Visit Project field offices and perform overall management and monitoring of the project.
- Take responsibility for overall functions, activities, documentation and assets of the project.

Education: Degree in Management Sciences or Information Technology or Computer Science or related field (at least 16 years of education).

Work Experience: At least five years progressive relevant post-qualification experience in a leading public or private sector organization.

Demonstrated Skills and Competencies:

- Leadership qualities, personnel and team management and conflict resolution;
- Proven skills in critical thinking, assessment and analysis; strong competency in conceptualizing and writing concept notes;
- Excellent communication, presentation, team building skills; ability to work effectively in multi-cultural environment;

Language Skills: Excellent command of spoken and written English

Certificates or Licenses:

Key Working Relationships:

Position Reports to: Deputy Director Projects, KPITB

Position directly supervises: None

Indirect Reporting: Director Projects & Technical

Other Internal and/or external contacts: As assigned