

TORs OF THE POST OF PROJECT MANAGER SOFTWARE (MP-III)

Project Manager (MP-III) (One post)		
1.	Eligibility Criteria (Educational Qualification & Experience):	<p>Ph.D in relevant subject(s) i.e. Program Management, Project Management Or other relevant Subject with 03 years of professional experience in the field of software development & hands on programming.</p> <p align="center">OR</p> <p>Masters in the relevant subject(s) i.e., Program Management, Project Management Or other relevant Subject with 05 years of experience in software development and programming field.</p>
2.	Age limit:	<ul style="list-style-type: none"> • Maximum Age = 62 years
3.	Skills & Knowledge:	<ul style="list-style-type: none"> • Expert in scope identification; designing, developing, deploying and supporting enterprise scale applications. • Must have strong leadership skills, powerful communications, presentation and soft skills. • Applicants with PMP certification and Government Experience will be preferred.
4.	Job Description:	<ul style="list-style-type: none"> • Identify the objectives and functions of the project • Provide overall, day-to-day management of a specific task order or group of task orders including management of business process team members, managing scope of work, work assignments and resources across the multiple projects supporting the business units of Pakistan railways • Manage each stage of the project from discovery/planning to launch/completion. • Identify project scope and ensure stakeholder approval. • Manage time estimates, resources and priorities. • Identify change orders / scope creep and rework estimate keeping stakeholders informed. • Host project meetings including; Kick-offs, weekly staff meetings, milestone reviews, retrospectives etc. • Provide accurate and on-time reporting to senior IT leadership, project teams and stakeholders. • Identify potential roadblocks and provide solutions. • Document workflows and processes and keep them up to date. • Identify ways to increase efficiency of the team • Set project timelines. • Monitor project deliverables. • Assist IT Senior leadership in defining IT goals and strategic plans

(Continued.... on P-2)

6.	Salary and Perks (Management Position–III Scale)	
a.	Scale of Pay	Rs. 184,230 - 26320 – 263,190
b.	Accommodation (House Rent)	Up to a rental ceiling of Rs. 47850/- per month
c.	Utilities Bills (5% of Pay)	Rs. 8380/- per month.
d.	Transport	As per monetization of transport facilities policy MP-III Rs. 65,060/- per month
e.	TA/DA on domestic official tour	As admissible to the civil servants of the BPS-20.
f.	TA/DA on official duty abroad	As admissible to civil servants in Category-II.
g.	Medical Facility	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized Institution in Pakistan.
h.	Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.
i.	Gratuity	One month's basic pay for each completed year of service
7.	Contract Period:	
i)	Tenure of contract	Three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
ii)	Termination of Contract	On completion of tenure or one month's notice from either side. In case of notice by the Ministry, it shall be after approval of the appointing authority. In case of proceedings under para-6 (viii & ix) of the MP Position Scales Policy, 2020, the condition of one month's notice shall not be required.
8.	Discipline	As applicable in case of contract employees.