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| **GENERAL INFORMATION** | | | | | | | | |
| **Job Description ID:** | | |  | | | **Department / Division :** | BDA/ Innovation Capital | |
| **Job Title:** | | | Senior Project Manager, ADAX | | | **Position / Grade:** | Senior Manager/E | |
| **Incumbent:** | | | Vacant | | | **Date Appointed:** | TBC | |
| **Performance Manager (Name & Title):** | | | Director, Innovation Capital | | | **Signature & Date:** |  | |
| **Approved By  Head of Department  (Name & Title)** | | | Director, Innovation Capital | | | **Signature & Date:** |  | |
| **Approved By  Division Head (Name & Title)** | | | Director, Innovation Capital | | | **Signature & Date:** |  | |
| **Administrator:** | | | Staffing Process Owner | | | **JD Issuance Date:** |  | |
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| **JOB PURPOSE**  **(In one or two sentences, describe why the job exist and briefly, what the work involves)** | | | | | | | | |
| Delivers the project objectives and outcomes of the ASEAN DATA ANALYTICS XCHANGE by effectively project planning, management and coordination with multiple stakeholders. | | | | | | | | |
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| **SKILLS & COMPETENCIES REQUIRED** | | | | | | | | |
| **Experience Required:** | | | * At least 10-15 year(s) of working experience preferably in planning, management of projects and reporting. * Demonstrate a proven track record in managing complex high impact projects from ideation to realization stages with successful outcomes and results * Experience in collaborating with and managing a range of stakeholders and project teams. * Ability to think out of the box and think strategically. * Experience in setting up of innovation centers or labs in the ICT sectors. * Strong Understanding on technologies and also Big Data Analytics/Data Analytics. | | | | | |
| **Qualifications Required:** | | | * Bachelor’s degree in Engineering, IT or related field. * An advanced degree in Business/Management/Finance/Construction Management or a related field is strongly preferred. * Certifications in Project Management (PMP, PRINCE 2, Agile/SCRUM) * Training on Big Data and Analytics | | | | | |
| **Soft Skills:** | | | * Excellent communication & presentation skills * Strategic and Analytical Thinking * Fast learner and ability to work under pressure * Teamwork and able to collaborate with the team | | | | | |
| **Tool Skills:** | | | * Project management methodologies * Project Management software * Data Analytic * Risk Management | | | | | |
| **Technical Skills / Knowledge Specialization:** | | | * Familiarity with the National transformation agenda * Project planning * Business analysis * Quality Assurance * Budget Management * Report Writing | | | | | |
| **Organizational Competencies:** | | | * Good understanding on Digital Malaysia and ecosystem issues particularly related to Big Data Analytics, identify gaps and articulation of issues and solutions * Ensuring compliance of work operations * Communication skills * Organizational Awareness * Achievement Orientation * Teamwork | | | | | |
| **Communication Competencies:** | | | * Demonstrated ability to professionally communicate, interact and engage with all levels of management * Mastery level of oral, reading and writing competency in English Language and Bahasa Malaysia for all work and social settings | | | | | |
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| **KEY ACCOUNTABILITIES**  **(Obligation to demonstrate and take responsibility for performance in light of agreed expectations)** | | | | | **KEY TASK (Related to each accountability)** | | | |
| **Key Activities**   1. Undertake project planning to ensure that project requirements, deliverables and outcomes from internal and external are captured.      1. Ensures assigned projects are completed within budgets and schedules while meeting client needs, business objectives and design guidelines. 2. Ensure that the risk of the project is managed and continuously seek opportunities to create larger impact from project. | | | | | * Works cooperatively and to clarify the specific needs and requirements of the project. * Develop outcomes and deliverables for the project * Manages project to ensure successful completion and coordination of all efforts * Monitors progress, provides financial control and ensures quality of project. Provide up-to-date project status. * Coordinates with efforts of other internal departments and external partners on the project. * Participate in or oversee the pre-qualification and bid evaluation process for consultants, contractors, and partners. * Proactively review project outcomes, potential risks and provide recommendations to ensure the objectives are achieved. * Obtain feedbacks from key stakeholders for continuous improvement * Pursue improvement opportunities and track follow-up actions diligently, including potential collaborations. | | | |
| **Administration**  Ensure the most efficient use of resources and time for work improvement to achieve team goals under the unit. | | | | | * Ensure that all processes and governance process is adhered. * Support Internal and external collaboration (teamwork) to ensure efficiency and productivity. | | | |
| **Learning & Growth** | | | | | * Actively grow the abilities and skill of the team members through formal training programs, mentor ship and hands on learning. | | | |
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| **KEY PERFORMANCE INDICATORS** | | | | | | | | |
| * Ensure that the ADAX project is launched and operationalized in 2016. * Effective administration and operational governance of the team * Ensure that the assigned projects are executed in a timely manner, within budget and meeting stakeholders’ expectations | | | | | | | | |
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| **PERFORMANCE STANDARDS** | | | | | | | | |
| * Ensure that all agreed tasks and assignments are completed as per set deadline and quality * Ensure that all organisation procedures are adhered to and records are kept properly at all time within the business unit. * Communicates clearly, frequently and in a timely manner. * To be customer focused and maintain high level of customer satisfaction at all times * Be responsible for own learning & development and be a role model for staff * Implement duties with accountability and achieve assigned KPIs. * Maintain a high level of professionalism, ethics and fairness to all the stakeholders/clients/staff | | | | | | | | |
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| **INTERNAL CUSTOMERS** | | | | **EXTERNAL CUSTOMERS** | | | | |
| * Management of MDeC * Division Heads * Department Heads * Unit Heads | | | | * Government Ministries & Departments * Government Agencies * Relevant community representatives * Digital Malaysia Youth Advisory Panel members | | | | |

**Note:**

Performance Reviews will be carried out at periodic intervals

General Appraisal Criteria is as follows:

* Number and extent of Key Performance Indicators satisfied
* Extent to which required competencies are achieved, maintained, observed and further improved
* Number and frequency of non-compliances with published requirements and performance standards

**Declaration:**

I have been given a copy of this job description and have discussed its contents with my Performance Manager. I understand that I am expected to perform all of the duties listed in this document and that my performance will be evaluated based on its content.

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(Signature)

Name of Job Holder :

Date :

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| **OTHER INFORMATION** | | | |
| **Prepared By :**  **(Name and Title)** |  | **Signature & Date:** |  |
| **Vetted By MDeC Job Evaluation Committee:**  **(Name and Title)** |  | **Signature & Date:** |  |
| **Verified By HCD :**  **(Name and Title)** |  | **Signature & Date:** |  |