



**NATIONAL INFORMATION TECHNOLOGY AUHTORITY UGANDA (NITA-U)**

**PROJECT COORDINATOR FOR THE INTEGRATION OF THE**

**INTEGRATEDPERSONNEL AND PAYROLL SYSTEMS (IPPS) AN**

**INTEGRATEDFINANCIAL MANAGEMENT SYSTEM (IFMS)**

**TERMS OF REFERENCE**

**DECEMBER 2016**

# TERMS OF REFERENCE FOR THE PROJECT

## COORDINATOR

### 10 Background

The Government of Uganda took a decision to integrate different stand-alone ICT systems currently being implemented by various Ministries, Departments and Agencies (MDAs) to eradicate duplication and wastage but also to improve consistency and accuracy of Government data.

In this regard, Government has secured funding for the development of a Government wide Human Capital Management System. This system shall handle all human capital requirements across Government. The National Information Technology Authority (NITA-U) will be the Implementing Agency for the project, through the Project Management Office (PIO).

Expressions of Interest are hereby invited from eligible, suitably qualified and experienced persons for the of Project Coordinator to be based at National Information Technology Authority - Uganda

### 2.0 Objective of Assignment

To ensure the Project objectives are accomplished through planning, coordinating and management of all activities and resources with support from Project Management Office at NITA-U

### 3.0 Reporting

The Project Coordinator will report to the Director, E-Government Services, National Information Technology Authority (NITA-U).

### 4.0 Responsibilities and Tasks

The main responsibilities and duties of the Project Coordinator shall be as follows:

#### 4.1 Develop the HCMS Uganda Master Project Implementation Plan (MPIP) comprising a detailed costed work plan for the entire project life time approved by Ministry of Public Service Senior Management.

This will include the following main activities:

- a) Facilitate the development of the Master **PIP** based on its component PIPS
- b) Ensure approval of the MPIP and have it baselined
- c) Develop annual work plans for the project

#### **Deliverables:**

- a) Approved Integrated System

- b) Approved budgeted work plans (by month, quarter, annual etc.) for the project

#### **4.2 Establishment and Mobilization of Project Coordination Team (PCT)**

This will include the following main activities:

- a) Implementation of the program mobilization basing on the relevant stakeholders across Government
- b) Ensure that the project is adequately resourced to deliver the integrated system
- c) Establishment of the Project Secretariat office including support requirements and equipment

##### **Deliverables:**

- a) Program Coordination Team established and maintained
- b) Program Secretariat office fully established and maintained

#### **4.3. Implementation of the Integrated System** comprising on-going coordination of the Integrated system implementation to achieve the project deliverables on time in accordance with specifications and within the prevailing budget, including budget control, contract administration, monthly coordination, quality control, risk management, monitoring and reporting, etc.

This will include the following main activities:

- a) Provide advisory services on the implementation of the integrated system.
- b) Ensure all program milestones are delivered
- c) Maintain project schedules to ensure deliverables are on track in terms of time, cost and quality
- d) Provide technical and analytical guidance and work direction to project teams, including scheduling, assignment of work, review of project efforts, and removal of roadblocks which inhibit project success.
- e) Supervise the contracts management process
- f) provide regular progress report to Top Management and the steering committee based on agreed frequency
- g) Schedule hand over of projects and the handover process;
- h) Manage the commissioning of the project to ensure that it is handed over effectively to the operation & maintenance unit

##### **Deliverables:**

- a) All milestones are completed on time
- b) All project deliverables are delivered on time
- c) Monthly, quarterly and annual progress reports on time covering all project components;
- d) Project completed and handed over.
- e) Project commissioned and responsibility handed over to the Operation & Maintenance units.

#### **4.4 Stakeholder Engagement and Awareness** comprising of planning and coordination of stakeholder engagements throughout the project life span.

This includes the following among others:

- a) Develop the stakeholder management plan and ensure its implementation
- b) Organize stakeholder meetings and workshops as required, e.g., Project Implementation Team (PIT) and Steering Committee meetings
- c) Ensure that all the relevant stakeholders are effectively engaged about the status, progress and challenges of the program, in line with stakeholders management plan
- d) Ensure that all stakeholders' expectations and requirements are well documented, validated and disseminated
- e) Create effective awareness about the project, its purpose and benefits to the country.

#### **Deliverables:**

- a) Stakeholders management plan
- b) Workshops and meetings reports
- c) Stakeholder engagement reports

#### **5.0 Person Specifications**

Candidates should have the following qualifications, competencies and experience:

##### **5.1 Qualifications**

- a) Bachelor's degree in Business Administration plus a Postgraduate qualification in the field of ICT or Bachelor's degree in Computer Science or a related field.
- b) Possession of a Professional Project Management qualification such as PMP or PRINCE2 practitioner and/or Human Resource Management Information System is an added advantage
- c) Previous experience in Project Management and Coordination, especially in projects that require multiple stakeholders

##### **5.2 Competencies**

- a) Strong and effective communicator
- b) Capacity to establish focus for developing and communicating HCMs goals to support Ministry of Public Service and her partners' business missions.
- c) Capacity to provide motivational support to team members to enhance their commitment to work.
- d) Ability to foster team work with other team members.
- e) Strong report writing and presentation skills.
- f) Ability to work with minimum supervision

- g) Ability to demonstrate support for innovation and organizational changes needed to improve effectiveness

### **5.3 Experience**

- a) Minimum five (5) years overall experience three (3) of which should have been at the level of Project Manager in large scale projects,

## **6.0 Duration of Assignment**

The successful candidate shall be engaged on a six months contract.

## **7.0 Other Required Skills and Competences**

- a) **Communications:** Very good communication skills (spoken and written), including the ability to communicate effectively with diverse audiences on environmental related matters, good negotiation skills and capacity to prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.
- b) **Teamwork:** Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multiethnic environment with sensitivity and respect for diversity.
- c) **Integrity:** Must be a person of proven honesty and does not tolerate corruption and unethical behaviors in all its forms and manifestations.
- d) **Innovation:** Must be a person with ability to seek new ways of doing things efficiently to deliver value to our customers.
- e) **Customer Centricity:** Must be a person who strives to satisfy customers and clients. Should be able to understand what the customer wants and delivering it flawlessly.
- f) **Quality:** Must be a person who thinks of quality and continuous improvement in his/she our work.

## **8.0 Application procedure**

Expressions of Interest in form of Applications with detailed Curriculum Vitae and certified copies of academic documents should be submitted to:

The Executive Director

National Information and Technology Authority Uganda

Palm Courts, Plot 7A, Rotary Avenue (Former Lugogo Bypass) P.O.  
Box 33151, Kampala - Uganda

Telephone: +256-417-801038

Fax: +256 417-801050

[Email: info@nita.go.ug](mailto:info@nita.go.ug)

### **Feedback**

**Only shortlisted individuals will be contacted for interviews.** Any form of solicitation, influence peddling and or any other "backdoor" attempt, of whatsoever nature, to influence the selection process in ones favor, will automatically lead to disqualification of a candidate without any recourse.