

Job Opportunity

Post	Project Manager, NSW	Reference	Tradenet-HR/J/2023/36
Location	Male'		
No of positions	1		
Remuneration	Based on qualifications and experience		
Term of Employment	The duration of the assignment is 1 (one) year from the commencement of work. Contract can be extended after performance analysis at the end of the term.		
Project Background	The National Single Window (NSW) Project introduces an electronic platform streamlining the import and export process by providing a singular access point for all related statutory requirements.		
Project Outcome	<ul style="list-style-type: none"> ▪ An electronic platform that allows parties involved in trade and transport to lodge standard information and documents with a single-entry point to fulfill all import and export-related statutory requirements. ▪ Streamlined and enhanced international trade procedures between the private sector and border control line agencies. ▪ Sharing of harmonized data to enable automated processing of documents across stakeholder IT systems. ▪ Leverage information and communication technology (ICT) to provide online access to carry out cross-border trade and efficiency in the clearance of cargo. 		
Responsibilities	<p><u>Overall Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Manage and coordinate all stages of the project including initiation, implementation, completion, and closure. ▪ Foster collaboration with the Implementing Agency (Ministry of Economic Development) and other key stakeholders. ▪ Oversee the Project Management Unit at Tradenet, ensuring efficient day-to-day operations. ▪ Ensure compliance with project timelines and established reporting mechanisms. ▪ Champion and embody Tradenet's core values and culture, promoting cohesion and collaborative efforts across teams. <p><u>Key Responsibilities</u></p> <p>Project Planning:</p> <ul style="list-style-type: none"> ▪ Collaboratively define project scope, goals, and deliverables with stakeholders. ▪ Develop detailed project plans encompassing tasks, timelines, and resource allocations. ▪ Proactively identify risks and establish mitigation strategies. ▪ Align project objectives with organizational strategic goals. <p>Project Implementation and Reporting:</p> <ul style="list-style-type: none"> ▪ Coordinate the National Single Window (NSW) in partnership with the Turnkey Vendor. ▪ Support the Lead Implementing Agency (MED/NSW PMU) in establishing the National Single Window Operator (Tradenet) in line with the strategic roadmap. ▪ Familiarize with rules, organizational structures, and requirements, particularly from the ADB & PMU for the NSW project. ▪ Establish a project performance management system that incorporates targets, indicators, and potential risks. ▪ Prepare periodic monitoring reports as mandated by Tradenet or PMU. ▪ Coordinate all project related activities in the preparation of annual work plans for activities implemented under PMU. ▪ Effective Coordination, consultation and information sharing with all stakeholder agencies and the private sector in relation to the implementation of the NSW project. 		

	<ul style="list-style-type: none"> ▪ Provide inputs to the Senior Management on the progress on project related activities. ▪ Participate and actively contribute to project coordination meetings and report to the NSW Steering Committee on the progress of the project. ▪ Participate and provide inputs to working groups established by the PMU. This includes Business Process Redesign (BPR), ICT and legal working groups. ▪ Effectively network with the stakeholders, seizing opportunities to build alliances. ▪ Keeps abreast of new developments in the areas on Single Window Projects and on the job knowledge and seeks to develop him/herself professionally. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> ▪ Oversee the establishment of the NSW help desk/Call Centre and additional required resources at Tradenet. ▪ Facilitate coordination on Turnkey vendor contract management and execution with PMU. ▪ Ensure proper documentation and storage throughout the project lifecycle. ▪ Handle any other tasks related to the NSW project as assigned by Tradenet.
Qualification & Experience	<ul style="list-style-type: none"> ▪ A Bachelor's Degree or a Master's Degree in a relevant field. ▪ Essential experience in project management with a proven track record. ▪ Prior experience in trade procedures or border control is advantageous.
Skills & Competencies	<ul style="list-style-type: none"> ▪ Strong communication and interpersonal skills, with the ability to interact effectively with stakeholders and cross-functional teams. ▪ Detail-oriented with the capability to manage multiple tasks. ▪ A proactive approach to problem-solving amidst complex project demands. ▪ Proficiency in both Dhivehi and English, in both written and verbal forms.

Interested applicants are requested to email us your applications with the following documents before 1000 hrs on 27th August 2023 to careers@tradenet.com.mv

- Completed Job Application Form (attached)
- Passport Size Photo (Digital Copy)
- Scan of National ID card
- CV
- Scans of educational certificates
- Employment reference letters
- Police Report

Kindly note that only shortlisted candidates will be contacted for an interview.