

JOB DESIGNATION: Executive
DEPARTMENT: Strategic Planning & Performance Management Office (SPPMO)
DIVISION/PILLAR: Strategic Planning & Performance Management Office (SPPMO)
REPORTING TO: Head of Department, SPPMO
JOB DESCRIPTION
<p>1. <u>PROJECT ID FOR ALL DEPARTMENTS</u></p> <ul style="list-style-type: none"> • Manage and execute Project ID registration and tracking system across all departments and projects for staff and organizational reference. • Ensure all projects are properly registered, coded, and updated (monthly & quarterly) in the system for claim, OT & support department usage. • Maintain a centralized project database (status, budget, milestones, owners) for department reference. • Enforce compliance with standard templates, naming conventions, and reporting formats to align with MARii reporting. <p>2. <u>DASHBOARD & SYSTEM MANAGEMENT (SPPMO Dataverse)</u></p> <ul style="list-style-type: none"> • Manage and maintain live performance of SPPMO Dataverse dashboards (linked with Project ID) for project performance tracking. • Ensure timely and accurate data updates early-month and update for monthly SPPMO Committee Meeting. • Monitor data integrity, consistency, and standardization across all department inputs to produce reporting standard. • Manage and coordinate with relevant parties and troubleshoot data issues / system bugs to ensure smooth functionality of data output. <p>3. <u>ANNUAL MANAGEMENT PLAN (AMP) PREPARATION AND COORDINATION</u></p> <ul style="list-style-type: none"> • Support the preparation and consolidation of AMP across all departments for upcoming year projects. • Distribute AMP templates and guidelines and ensure proper reporting for AMP. • Track submission status and follow up with departments to meet deadlines. • Compile and validate data (projects, budgets, KPIs – Base & Best scenarios) for new project approval. • Assist in preparing Pre AMP, AMP and post AMP postmortem report to carry out top management decision. <p>4. <u>COORDINATION & FOLLOW-UP</u></p> <ul style="list-style-type: none"> • Liaise with departments for updates of project and financial progress, as well as KPI performance. • Proactively follow-up on incomplete or delayed inputs to reflect project updates in SPPMO Dataverse systems. <p>5. <u>PERFORMANCE MONITORING SUPPORT</u></p> <ul style="list-style-type: none"> • Collect, compile, and update KPI and BSC data for HOD reporting. • Track departmental submissions and ensuring timely updates reflect to SPPMO Dashboard. • Support consolidation of organization-wide performance reports.

6. REPORTING & DATA CONSOLIDATION

- Prepare periodic reports (fortnightly, monthly, AMP-related).
- Ensure consistency in reporting between internal dashboards and external reports.
- Assist in generating basic insights, highlighting gaps or delays.

7. GRANTS & COMPLIANCE SUPPORT

- Assist in grant utilization, milestones, and reporting timelines.
- Support data preparation for submission to MITI/MOF/Ministry of Economy.
- Maintain proper documentation for audit and compliance.

8. SECRETARIAT & DOCUMENTATION SUPPORT

- Assist in preparing materials for SPPMO committee monthly meetings.
- Maintain proper records, AMP documents, and a dashboard.
- Ensure organized digital filing and version control.

COMPETENCIES

1. Bachelor's degree in Engineering / Accounting / Finance / Economics / Business Administration / Management / Data Analytics (with reporting exposure).
2. 1-3 years of relevant working experience with strong data analytics skills.
3. Good understanding of financial management.
4. Proficient in dashboard tools such as Power BI, Tableau, Advanced Microsoft Excel, and web-based configuration platforms.
5. Exposure to corporate planning, reporting functions, and presentation mapping of projects.
6. Experience in data reporting / dashboard management / coordination of planning or reporting cycles.