

Terms of Reference for the Head Project Execution (HPE).

Job Title : Head Project Execution

Reports to : Permanent Secretary/Secretary to Treasury

A. Job Purpose

1. To operationalize the framework for tracking implementation and performance of public investments through; review, scrutiny of project reports and immediate follow up of agreed actions to address implementation complexities.
2. To implement this framework aimed at improving project implementation and timely delivery of results.
3. Follow up, scrutinize and coordinate key responsible stakeholders to solve execution bottlenecks for the smooth implementation of Government Projects and other strategic interventions of Government in order to achieve timely execution and return on investment.

B. Qualifications and experience

The Head Project Execution must have the following qualifications and experience;

- i. Degree in; Economics, Statistics, Engineering, Administration, Business and Law.
- ii. Master's degree in Quantitative Economics, or MA Economics (CMAP), Statistics, Energy/Transport/Health Economics, Engineering, Administration, Business and Law.
- iii. A post graduate qualification in project planning, Monitoring, Management and implementation shall be an added advantage.

Experience

- i. At least 12 years of government experience dealing with, Project Planning and Investment for major Government projects and programs
- ii. At least 3 years' experience with project analysis and Public Investment Management System (PIMS).
- iii. Experience in management of Development Partners financed projects.
- iv. Experience in developing and analyzing complex financial models for infrastructure projects capable of sensitivity analysis.
- v. Experience in developing M& E systems and tools for public investments.
- vi. Must be able to analyze and solve complex problems.
- vii. Certified in Project management and appraisal
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C. Scope of the Assignment

4. The HPE shall perform the following key roles;
 - i. Profile all high impact investments of Government in line with the 10fold growth strategy and NDPIV.
 - ii. Undertake routine review of project monitoring and performance reports with view to identify implementation bottlenecks for immediate and timely remedying.
 - iii. Undertake the identification of high impact project execution risks for urgent management/mitigation by various stakeholders.
 - iv. Engage with project execution stakeholders including; financiers, donors, and various project; preparation, financing, monitoring and oversight departments/units at; MOFPED, OPM, OP, NPA, and Operation Wealth Creation (OWC to identify and propose means of addressing implementation challenges.
 - v. Hold Project Implementation and Coordination units at various MDAs accountable to delivering results timely.
 - vi. Maintain and regularly update a data base of all high impact projects.
 - vii. Maintain a data base of all PMUs and hold regular engagements to address initial project execution challenges.
 - viii. Ensure projects are delivered with value for money; within cost, time and quality standards
 - ix. Follow up on the implementation of agreed actions with various stakeholders to address the identified bottlenecks and profiled risks to logical conclusion.
 - x. Maintain alive Matrix of progress of implementation of project bottlenecks
 - xi. Undertake project financial absorption and cost structure tracking
 - xii. Develop systems and frameworks for real time project implementation progress reporting

D. Key deliverables

The Head Project Execution shall produce the following outputs

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 - i. Data base of all high impact projects
 - ii. Data base of all PMUs

- iii. Quarterly and Annual briefs on progress of high impact investments.
- iv. Percentage or number of target project implementation issues resolved in time to logical conclusion
- v. Routinely updated flagship project milestone tracker
- vi. Regular project identified risk assessment implementation updates
- vii. Cost structure tracking report

The lean staff will be allocated to Programmes as follows:

NDPIV National Programme	Staff allocation in line with clustered NDPIV programmes
1. Energy Development	i. Economist I ii. Statistician iii. Financial Analyst iv. Mechanical or Electrical engineer
2. Transport Infrastructure & Services	
3. STI, & Digital Transformation	
4. Extractive Industry Development	
5. Human Capital Development	
6. Agro-industrialisation	
7. Water, Land and Environment	
8. Housing & Urban development	i. Economist II ii. Statistician II iii. Civil Engineer or Mechanical engineer
9. Public sector Transformation	
10. Governance & Security	
11. Administration of Justice	
12. Regional Development	
13. Tourism Development	
14. Legislature	
15. Private sector Development	
16. Manufacturing	
17. Development Plan Implementation	