

Job Description

Title: *In Country Program Manager, Pakistan Tax Stamp* Cost Ctr: XXX

Work Location: *Islamic Republic of Pakistan* Position Status: Full-time Part-time

Division & Department:

Position Reports to: General Manager, Pakistan Tax Stamp

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Program Manager, Pakistan Tax Stamp, is a key leadership position within the Pakistan Tax Stamp program and will serve as the lieutenant to the General Manager. This high visibility program will be characterized by frequent and often challenging communications with program stakeholders and government officials. Success in this position will require the ability to demonstrate the program value and its success in increasing federal tax revenue and decreasing illicit trade.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time-to-time.

- Build and maintain excellent client business relationships through regular communications with FBR and other Pakistan government officials, manufacturers, importers and our program partners.
- Demonstrate service-oriented focus with clients
- Assure delivery on client commitments
- Identification of program improvement initiatives
- Provide daily support to the project managers and business analyst
- Maintain a high standard of confidentiality
- Comply with clients' and third-party safety procedures
- Monitor national landscape relating to Authentix, developments, and policies affecting the project

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- Coordinate project design and implementation, obtaining necessary inputs/guidance from other country managers and directors ensuring program goals are achieved
- Assist the GM in the preparation of monthly budgets
- Help in the preparation of high quality monthly reports and other updates as required
- Ensure effective internal communications

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- BS in Science, Engineering or Business
- > 10 years' experience managing technology solutions in complex environments involving system integration to third-party systems and operations and close collaboration with program partners and stakeholders
- Familiarity with track and trace systems is strongly preferred
- Proficient with MS Office
- Analytical, numerical data evaluation experience
- Excellent written and verbal communication skills
- Detail-oriented and organized with strong initiative and sense of ownership with all aspects of the job
- Able to build effective client relationships
- Understanding of the supply chains we are supporting
- Management and leadership of direct reports
- Minimum of 10 years relevant project and/or program management experience
- Experience communicating with government officials and national level organizations and leaders, as well as networking with industry leaders
- Demonstrated decision-making skills
- Ability to prioritize a diverse and heavy workload and meet tight deadlines.

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- Due to the work requirements of this position, it is not a normal Monday to Friday, 9 to 5 job:
 - There may be some occasions when work will be required in the evenings and or at weekends.
 - There may be a requirement to travel some weekends or evenings.
 - There is an estimate of up to 30% in country travelling required for this role and candidates should have no barriers or impediments to travel by air, road, rail or sea.
- Fluency in Urdu

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NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent.