

# Job Description

Title: Assistant Project Manager IT Systems, Pakistan Tax Stamp      Cost Ctr: 431-1  
Work Location: Islamabad, Pakistan      Position Status: ☒ Full-time    ☐ Part-time  
Division & Department: Pakistan PMO  
Position Reports to: Project Manager IT Systems, 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 Assistant Project Manager IT Systems, Pakistan Tax Stamp, will support and take direction from the Project Manager IT Systems and serve as a subject matter expert regarding the IT installation and TransAct™ Information Management System (IMS). This individual will work closely with our partners, manufacturers and importers, and government officials to confirm the proper operation of the IT solutions and to identify areas of necessary or valuable program enhancements. The position will require spending a portion of the time in the field meeting with our partners, manufacturers and importers and obtaining firsthand accounts of how they are interacting with the system. Success in this position will require the ability to clearly understand the tasks that they are being asked to execute, comprehending the priority of the tasks, completing the tasks in a timely manner and effectively communicating the status of the open tasks to Authentix management and the impacted stakeholders.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

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

- Build and maintain excellent client business relationships through regular communications with program partners, manufacturers, importers and FBR officials
- It is anticipated that approximately 20% of the time will be spent in the field meeting with program partners, manufacturers, importers and FBR officials
- Management and oversight of the activities of Techlogix and AJCL (as it pertains to interaction with the IMS)

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- Communicate Program progress, timelines, status, schedules, risks, issues, and resolutions to Authentix management and program stakeholders
- Proactively identify additional products and services that may strengthen the IT systems.
- Ensure compliance with corporate principles, values and policies.
- Manage and provide training to applicable FBR personnel, program partners, IREN officials, manufacturers and importers and other program stakeholders.
- Proactively monitor the performance of the deployed solution, report to stakeholders and take corrective action if necessary.
- Deliver programs within scope, budget, and schedule constraints.
- Responsible for supporting the Project Manager IR Systems regarding effective scope definition and change management.
- Assure delivery on client commitments
- Maintain a high standard of confidentiality
- Comply with clients' and third-party IT security procedures

## 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 IT Systems, Computer Science or a related field
- > 5 years' experience implementing, supporting or managing IT 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, Power BI and JIRA
- 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
- Demonstrated decision-making skills
- Ability to prioritize a diverse and heavy workload and meet tight deadlines.

## SPECIAL REQUIREMENTS

- 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.

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- There may be a requirement to travel some weekends or evenings.
- There is an estimate of approximately 20% 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
- Project Management Professional (PMP) certification and/or Professional Engineering license preferred

## 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.

Human Resources use only	
Job Title	TITLE
Management (Yes / No)	
Status (Exempt / Non-Exempt)	
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	