

# Job Description

Title: Project Manager, Pakistan Tax Stamp    Cost Ctr: 431-1

Work Location: Islamabad, Pakistan    Position Status:  Full-time     Part-time

Division & Department: Pakistan PMO

Position Reports to: In Country Program 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 Project Manager, Pakistan Tax Stamp, will manage projects which have been identified as strategically important to the success of the program. The Project Manager will be expected to deliver projects on time, on budget, and provide a solution that meets the scoped requirements. This individual will work closely with our partners, manufacturers and importers, and government officials to manage the project, identify resource constraints, propose project changes and effectively communicate the status of the project. The position will require spending some time in the field meeting with our partners, manufacturers and importers and obtaining firsthand accounts that are relevant to the execution of the project. Success in this position will require the ability to develop a clear overview of the project, recognize the tasks that comprise the critical path, and anticipate necessary project changes that could serve to protect the timeline, budget or deliverables.

## 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.

- Manage and communicate project status as it pertains to timelines, budgets, risks, issues, and resolutions to stakeholders
- Build and maintain excellent client business relationships through regular communications with program partners, manufacturers, importers and FBR officials
- Able to motivate and manage project resources, many of which may be located outside of the Islamabad office and/or not be Authentix employees
- It is anticipated that approximately 20% of the time will be spent out of the office meeting with program partners, manufacturers, importers and FBR officials

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- Ensure compliance with corporate principles, values and policies.
- Interface with the Project Management Office and other internal departments as required to facilitate effective communications.
- Proactively monitor the performance of the deployed solution, report to stakeholders and take corrective action if necessary.
- Assure delivery on client commitments
- Identification of program improvement initiatives
- Maintain a high standard of confidentiality
- Comply with clients' and third-party safety procedures
- 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 Industrial, Mechanical, IT, Manufacturing, Engineering or a related field
- Project Management Professional (PMP) certification and/or Professional Engineering license preferred
- > 5 years' experience as a project manager
- Familiarity with track and trace systems is strongly preferred
- Proficient with MS Office, MS Project and Power BI
- 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.
  - 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.

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