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DIGITAL GOVERNMENT COMMITTEE

## 1. MESSAGE TO CANDIDATE

"At Digital Government Committee, we are dedicated to building citizen trust through innovative digital solutions that not only empower communities but also contribute to the development of our country. We aim to put our country on the world map by delivering advanced, impactful digital products and services. By joining us, you will play a crucial role in creating transparent, reliable solutions that shape the future of our nation and strengthen public confidence. **Together, we can build a better tomorrow and elevate our country's presence on the global stage.**"

## 2. GENERAL INFORMATION

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|---|---|
| Institute | Digital Government Committee - DGC |
| Department | PMO |
| Job Title | Technical Project Manager |
| Level | Senior |
| Location | DGC Olympia |
| Term | Full time |
| Salary | Negotiation |

## 3. ROLE SUMMARY

The Technical Project Manager plays a pivotal role in overseeing the successful execution of software development projects from inception to delivery. This role requires a blend of technical expertise, project management skills, and leadership abilities to ensure that projects meet their objectives within the specified timelines and budget constraints.

## 4. RESPONSILIBILITIES

- Collaborate with stakeholders to define project goals, objectives, and deliverables.
- Develop and manage project plans with timelines, task breakdowns, and resource allocation.
- Perform project kick-off/warm-up sessions to ensure team alignment with project objectives.
- Identify and mitigate potential risks and issues, resolving or escalating them to top management as needed.
- Gather information as a business analyst. Develop business flows, user flows, and wireframes.
- Collaborate with all stakeholders to proper technology stacks for project success.
- Break down tasks into a project plan with timelines and assign them to team members.
- Monitor day-to-day technical operations, including task assignments and team performance.
- Stay up-to-date on the latest relevant technologies.

- Create software test cases, test plans, and execute tests while conducting internal demonstrations, testing, and providing feedback.
- Ensure software delivers with proper testing, quality, and security.
- Identify and implement improvements to project management processes.
- Track project progress and generate reports to keep stakeholders informed.
- Make decisions and negotiate with stakeholders.
- Be responsible for rollout plans and strategies.
- Manage all features of product releases.
- Provide evaluation of each technical resource to their respective team leaders.

## 5. QUALIFICATIONS

- Bachelor's degree in computer science, Information Technology, or a related field.
- Proven experience as a Software Technical Project Manager or in a similar role in software development.
- Knowledge of project management methodologies such as Agile, Scrum, and Waterfall.
- Strong leadership, decision-making, and team management abilities.
- Excellent organizational and time management skills. (TPM)
- Strong English written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle confidential information with discretion.
- Attention to detail and accuracy in all tasks.
- Ability to work independently and prioritize tasks effectively.
- Flexibility to adapt to changing priorities and deadlines.

## 6. HOW TO APPLY

- Submit your CV and information to this form: https://form.gov.kh/666e65d67e60fe0012cf6edc

## 7. CONTACT PERSON

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