

Republic of the Philippines  
**PUBLIC FINANCIAL MANAGEMENT (PFM) PROGRAM**  
 GOVERNMENT INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (GIFMIS)  
 PROJECT UNIT

POSITION TITLE	MONTHLY SALARY	NO. OF POSITIONS	MODE OF HIRING	QUALIFICATIONS
<b>Functional Team Leader</b>	P49,750	1	Detail, Secondment or Direct Hiring (Contractual) Initially for 1 year	See job and person specifications

**OPPORTUNITY**

The job will provide opportunity to: (a) work on a high-impact project (GIFMIS Project Unit) authorized by Executive Order No. 55 (s.2011) to automate and integrate financial management and information systems by 2016, effectively boosting the Government’s transparency and accountability drive; (b) work alongside senior government officials and a multinational team of PFM and information technology advisers; and (c) gain unique, highly specialized, marketable skills and experience from implementing technology and change management solutions in a public sector environment. The GIFMIS Project Unit is currently housed at the Department of Budget and Management in Malacanang, Manila.

The Government Integrated Financial Management Information System (GIFMIS) is a web-based application that will enable government agencies to generate real-time, reliable and accurate financial reports to aid decision making, enabling citizens to know where public funds are spent.

**PLACEMENT OBJECTIVES**

The **Functional Team Leader** will be responsible for leading and managing the Functional Team tasked to define business requirements for the development of GIFMIS. He/she will direct and supervise activities of the team consisting of key users in the following areas: Budget Preparation and Classification Management, Treasury and Cash Management; Accounting, Chart of Accounts (CoA) and General Ledger (GL) Management; Reporting and Auditing, Expenditure Management; Revenue Management; Human Resource Management and Payroll Management.

The Functional Team will work closely with the Change Management Team to determine and document the required business processes covered by GIFMIS, and engage with key stakeholders from spending agencies to (a) confirm the processes are correct, (b) develop business process design documents, and (c) serve as a member of the testing team, as trainer/mentor during the pilot and rollout phases, and as support resource on business rules and procedures and policy issues.

**ACCOUNTABILITY/WORKING RELATIONSHIPS**

1. Accountable to the Project Director of the GIFMIS Project Unit
2. Leads and manages the Functional Team of the GIFMIS Project Unit
3. Works collaboratively with the Change Management and Technical Teams, and the Public Financial Management (PFM) Advisers assigned to the project

**JOB SPECIFICATION**

The job involves leading and managing the Functional Team in ensuring that GIFMIS meets the required business processes for the Government of the Philippines. Responsibilities include the following:

1. Focus on delivering business critical projects and on ensuring that collaboration takes place for delivering interdependent project products
2. Tactical management of the functional resources to ensure activities are implemented on time and to the required scope, quality and within project tolerances as agreed.
3. Assist in agreeing on and reviewing tolerance thresholds
4. Management of the governance and control processes including issue management, progress reporting, change control, etc.
5. Timely and proactive decision making to ensure the project meets its objectives. Accountable for initiating escalation and supervising escalation process until resolution of business critical issues.
6. Manage day to day communications with the functional, change management and technical teams
7. Analyze the implications of the introduction of new processes and software customization in terms of their impact on the individual government agencies and future support.

### ***Role Specific***

1. Provide support to the Project Director
  - ensuring the software meets all the defined business processes
  - managing the issue reporting and resolution process
  - managing the testing process
  - managing software customization and configuration process
  - report testing
2. Prepare reports for submission to the higher level authorities
3. Develop functional activities and tasks required to support the project
4. Contribute to best practice continuous improvement

### ***People Management***

1. Line management for staff assigned to the technical team
2. Coordinate the functional team's activity to solve business critical issues and facilitate the delivery of GIFMIS
3. Manage and prioritize functional team resources as appropriate
4. Appraise the individual performance of the project manager as relevant and project team members
5. Liaise and report to the senior project team on progress, proposed resolution of business critical issues, achievements, and lessons learned as appropriate.
6. Ensure functional track teams work collaboratively and manage interdependencies with business critical issues
7. Partner with project team members to facilitate timely delivery of planned outcomes
8. Coordination with the Change Management team in the training and communication efforts to support GIFMIS implementation across the country.
9. Oversee the work of the vendors/consultants in the preparation of system documentation

## PERSON SPECIFICATIONS

### ***Education***

- Master's degree in public administration, commerce, business administration, accounting, finance, economics or other related courses

### ***Training***

- Minimum twenty-four hours of training in government financial management systems and twenty-four hours of training in management and supervision
- Project management certification highly desirable

### ***Experience***

- Four years of experience in government financial management processes
- Two years of experience managing and implementing business critical projects
- Substantial experience defining financial processes and translating these into system requirements and test case scenarios highly desirable

### ***Knowledge***

- Thorough understanding of government financial systems and the manner in which they interface to produce financial information
- Substantial knowledge of budget, treasury, accounting, auditing principles, practices, rules and regulations
- Substantial knowledge of the Philippine public administration system and structures

### ***Skills***

- Plan and organize project activities
- Direct, manage and motivate others
- Analyze financial data and systems
- Document development experience of the project
- Communicate oral and written information in a clear and organized manner appropriate to the target audience
- Identify and recommend solutions to solve issues
- Project management skills
  - Capable of engaging senior stakeholders
  - Credibility and character to manage diverse teams in a matrix environment and across the stakeholder landscape
  - Mitigating key risks and executing contingency plans
  - Knowledge of project management processes, methods and tasks.
  - Capable of developing and maintaining strong working relationships with project team members, business side resource and third party suppliers.

### ***Other Qualifications***

- Ability to deliver – action oriented
- Great team player and collaborative working style
- Ability to think strategically and reduce complexity of key issues into manageable chunks
- Ability to recognize when to escalate project issues and concerns