



Job Description

JOB TITLE	Project Leader
LEVEL/BAND	MM22
DEPARTMENT	Technology
DIRECT REPORT (JOB TITLE)	Software Solutions Team Lead

Overall Purpose of the Position

To coordinate the delivery of a number of projects from inception to final delivery and successful handover to operations, against agreed quality, time and budget.

This includes supporting his/her manager in the articulation and implementation of a number of processes and tools, designed to ensure that the banks projects follow rigorous Project Management methodologies, and are developed in accordance industry standards.

Operational Responsibilities

- To carry out all assigned tasks efficiently and effectively, in adherence with internal policies and procedures.
- To participate in the design and implementation of process improvements for the team.
- To participate in periodic system reviews to identify possible gaps and process inconsistencies and propose re-alignment strategies.

Project Leadership

- To assist the Project Manager with controlling the budgets associated with projects and programmes being delivered.
- To coordinate and participate in the selection of software products, services and hardware that meet the Bank's needs;
- To assist in the promotion of the opportunities that IT provides to the Bank;
- To coordinate critical Projects.
- To assist client/end-users in the definition and articulation of their business requirements;

- To research and stay abreast of emerging technologies applicable to the banking environment and propose options for adoption or implementation by the Bank;
- To perform Supplier Management for the duration of the project.

General Responsibilities

- To build relationships and liaise with various stakeholders across the business to ensure cohesion and drive a collaborative work environment.
- To submit any reports and/or supervise any projects and activities as may be directed from time to time.
- To perform any duties that may be assigned to him/her from line management from time to time.
- To participate in the definition of an IT Governance framework and compliance.

The candidate must also be willing to travel on occasion in order to attend training/conferences or manage supplier relations.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Excellent communication skills (including written and oral) - able to relate to various members of the organisation;</p> <p>Ability to challenge the status quo and identify opportunities and areas for improvement;</p> <p>Knowledge of the Software Development Life Cycle.</p>	<p>Minimum of two years experience in Project Coordination;</p> <p>Experience in budget management and resource planning;</p> <p>An ability to prepare and interpret flowcharts, schedules and step-by-step action plans;</p> <p>Knowledgeable in Microsoft Project</p>	<p>Possess a first degree/diploma level of education in IT Or Engineering or equivalent specialised training in technical management;</p> <p>Possess certification in project management disciplines such as PRINCE2.</p>

	Customer Driven with an ability to prioritise issues based on impact. Ability to work on own initiative		
DESIRABLE		Experience in managing contractual agreements	Possess ITIL v3 certification; Banking/ Accounting Qualification