



## Job Description

JOB TITLE	<b>Project Manager</b>
LEVEL/BAND	<b>MS30</b>
DEPARTMENT	<b>Technology</b>
DIRECT REPORT (JOB TITLE)	<b>Software Solutions Manager</b>

### Overall Purpose of the Position

To be responsible for the Project Management of a number of IT Projects and Programmes, ensuring that they are delivered using industry standards against agreed quality, time and budget.

### Operational Responsibilities

- To ensure that all tasks are carried out efficiently and effectively and that all internal policies and procedures are adhered to.
- To plan and perform periodic system reviews to identify possible gaps and process inconsistencies and propose re-alignment strategies including the necessary training programmes.
- To design and implement process improvements for the team.

### Project Management Function

- To guide, assist and coordinate staff members in the selection of software products, services and hardware that meet the Bank's needs;
- To manage and oversee the full range of defined tasks associated with planning and delivery of business applications, including budget and resource planning;
- To maintain oversight of the agreed Change Programmes driven by the team to ensure organisational success;
- To assist in the promotion of the opportunities that IT provides to the Bank;
- To Project Manage critical Projects and Programmes.

## **General Responsibilities**

- To manage the budgets associated with projects being delivered, including active involvement in the budget submission process.
- To support his/her line manager in setting the long and short-term strategy for the team and drive the delivery of that strategy against a set of time bound goals and deliverables.
- To build relationships and liaise with various stakeholders across the business to ensure cohesion and drive a collaborative work environment.
- To perform Supplier Management for the vendors under his/her purview.
- To submit any reports and/or supervise any projects and activities as may be directed from time to time.
- To actively participate in the definition of an IT Governance framework and compliance.
- To perform any duties that may be assigned to him/her from line management from time to time.

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 inspire others to identify opportunities and areas for improvement;</p> <p>Knowledge of the Software Development Life Cycle.</p> <p>Proven experience of working under pressure and to tight deadlines.</p> <p>Customer Driven with an ability to prioritise issues based on impact.</p>	<p>Minimum of four years' experience in Project Management.</p> <p>Experience in managing contractual agreements</p> <p>Experience in budget management and resource planning.</p> <p>Experience in Microsoft Project Server</p>	<p>Possess a first/second degree 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 Practitioner and/or PMP</p>
DESIRABLE			<p>Possess ITIL v3 certification;</p> <p>Banking/ Accounting Qualification</p>