

# Exciting Career Opportunities

## Business Analyst & Project Co-ordinator - Public Sector

**Reporting to:** Country Head of Government, NGO's, & Quasi Government Institutions

**Business Unit:** Public Sector

**Location:** Lusaka

### Key Outputs & Responsibilities

- Data analysis and MIS - Accurate, complete, up-to-date and insightful data that enables sound decision-making
- Establish and ensure smooth operation of the collaboration ground rules; protocol for formal governance meetings and procedures for decision making, project team meetings and data exchanges
- Accurate, timely, relevant and insightful reporting - Providing analytics support, Design and develop predictive models.
- Explore and identify new analytics tools to move the business forward.
- Collaborate with other key departments to organize data capturing and sharing of key indicators
- Productive working relationships that facilitate the achievement of Banking's strategic objectives
- Stay abreast of current and upcoming regulatory changes to be able to manage the impact thereof
- Display skill at mentoring/coaching others and resolving conflict
- Ongoing project scheduling and administration
- Compile and maintain project dashboards in conjunction with Project Manager(s)
- Manage internal communication of all projects
- Manage the support and provision of project tools and equipment
- Provide administrative support to Project Managers, particularly for cross-functional projects
- Achievement of project governance objectives
- Establish standards, tools and procedures for

- use on specific projects encompassing issue, risk, change and information management
- Establish and manage project controls, e.g. Risk and Issue logs, attendance registers, sign-off matrices, etc
- Tracking of project spend, including invoice processing and follow-up
- Accurate, timely reporting and MI
- Produce consolidated reporting to the project board, including a milestone summary encompassing key issues, risks, benefits and costs incurred
- Collate reports and MI and perform basic quality and health checks, particularly for accuracy and integrity
- Stakeholder relationship management
- Effective teamwork, self-management and alignment with group values

### Education Requirements

- Grade 12 School Certificate with 5 credits including English and Mathematics
- Relevant degree in Business Administration or any Business related course
- Relevant Project Management qualification i.e. CAPM
- 3+ years' experience in a similar role
- Proficiency in MS Office (Word, Excel, Power point and Outlook).
- PRINCE2 Foundation, PMBOK and/or equivalent project management methodologies, skills and exposure
- Senior management experience in sales, products, customer relationship management.

Interested Applicants who meet the job requirements should e-mail their CV's to [jobs-zm@bancabc.com](mailto:jobs-zm@bancabc.com). Only shortlisted candidates will be contacted. Be sure to include the job applied for in the subject field. **Closing date: Tuesday 21<sup>st</sup> January 2020**

**Reshaping African Banking**