

# Exciting Career Opportunities

## Project Manager (x2)

**Reporting to:** Chief Information Officer

**Business Unit:** Information Technology

**Location:** Lusaka

**Employment Type:** 1 Year Contract

### Key Outputs & Responsibilities

#### Project stakeholder engagement and co-ordination

- Co-ordinate performance of project teams with a strong focus on ensuring timely, quality delivery
- Provide close direction and guidance to team members on specific deliverables
- Engage with individuals and teams throughout the project life-cycle to set and achieve buy-in to agreed objectives, monitor project progress and communicate updates, critical insights and key findings
- Prepare Steerco pack and facilitate monthly meetings to prioritize new projects and provide feedback on existing projects

#### Development and execution of a functional project plan

- Translate business cases into practical, functional plans
- Facilitate workshops to obtain agreement regarding responsibilities and time-lines encompassing risks, assumptions, issues and dependencies
- Co-ordinate a strong project team and manage the implementation of the project plan

#### Management of project budgets

- Identify and implement cost savings and other financial efficiencies where appropriate

#### Innovation and enhanced efficiencies

- In consultation with relevant stakeholders, develop project budgets
- Negotiate favorable costs and terms with suppliers
- Monitor project expenses and act to manage and mitigate variances
- Identify and implement cost efficiencies

#### Accurate, timely reporting

- Manage quality assurance by developing relevant project reporting and metrics, including critical success factors, risks, mitigations, high level actions and decisions taken / to be taken

#### Adherence to IT governance, risk and compliance standards

- Identify and mitigate project risks e.g. from a regulatory and governance and/or tactical / strategic perspective
- Produce relevant documentation and policies to comply with audit requirements

#### Stakeholder engagement

- Build professional working relationships with key stakeholders, track progress on tasks, manage expectations and ensure clients' needs are met
- Liaise with business users and broader IT team to provide information and assist with queries
- Resolve problems, conflicts and bottlenecks as required

#### Experience & Qualifications

- Grade 12 School Certificate with 5 credits including English and Mathematics
- Degree in Computer Science or any relevant IT and/or business degree.
- A Project Management Certification (PRINCE2, PMP etc.) is required.
- Experience with Agile Project Management (Kanban or Scrum).
- Demonstrated experience in the use modern Project Management tools like Jira and Microsoft Project
- Track record of managing projects successfully.
- 5+ business and IT experience

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. For detailed information on the jobs, visit our website at

[www.atlasmarazambia.com](http://www.atlasmarazambia.com). Be sure to include the job applied for in the subject field.

**Closing date: Monday, 9<sup>th</sup> November, 2020.**

## Reshaping African Banking