

Exciting Career Opportunities

Designation:	Country Manager – Projects & Innovations
Reporting Line:	Chief Operating Officer
Business Unit:	Project Management Office
Location:	Lusaka

Job Purpose

Actively identify key areas for innovative transformation, develop plans according to varying timelines, co-ordinate the successful delivery of projects and manage these processes through the Project Management Office by aligning innovation goals with the bank’s business objectives and ensure all projects are delivered in compliance with the Banks’ project governance processes.

Key Outputs & Responsibilities

1.] Lead the Project Management Office

- Meet stakeholders at different levels to identify areas of innovation and growth
- Develop, strategize and plan new interventions that will drive innovation
- Advise senior management on future innovation goals to enhance the innovative potential of the business.
- Supervise and lead in-country projects with all planning activities such as setting up and coordinating project meetings and workshops so that all stakeholders are aligned to the project goals and objectives.
- Provide in-country project leadership with the creation of project schedules and ensure schedules are baselined correctly and published on time (via EPM tool) in order to monitor performance of all projects and ensure that they are kept on track.
- Establish and manage project support functions encompassing planning, tracking, reporting and quality issues to ensure that all issues are managed adequately and kept within the acceptable tolerances.
- Manage internal communication of all projects and ensure the provision of project tools and equipment in order to keep all key stakeholders updated on project status and any issues affecting implementation.

2.] Achievement of project governance objectives

- Ensure projects are run in accordance with Group PMO governance to ensure satisfactory audits
- Establish and manage project controls, e.g. Risk and Issue logs, attendance registers, sign-off matrices, etc in order to make informed and timely decisions that can mitigate or prevent risks.
- Review project activities for compliance with procedures and standards and escalate anomalies to relevant people
- Ensure project change requests are recorded and that the correct change governance process and sign-off procedures are followed in order to deliver on requirements stipulated by the business without disrupting business processes

3.] Tracking of project spend, including invoice processing and follow-up.

- Track all project spend and provide information for reporting purposes in order to ensure that the projects are delivered on time and within the approved budget.
- Escalate all non-performing tools/systems required for normal business so that excellent service is delivered to customers.

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4.] Accurate, timely reporting and MI

- Convene meetings with in-country project steering committees to update them on progress of each project and assist them to make informed decisions on the way forward.
- Follow-up to ensure agreed actions are implemented Collate reports and MI and perform basic quality and health checks, particularly for accuracy and integrity.

5.] Stakeholder relationship management

- Effective teamwork, self-management and alignment with Banks' values to maintain buy-in and support.
- Promote a co-operative climate in working with others to achieve shared goals

Qualifications & Experience

- Grade 12 School Certificate with 5 credits, English and Mathematics inclusive
- Degree in strategy, leadership, business, or management. Project Management qualification (e.g. CAPM and other project administration qualification is an added advantage essential or any other relevant field. Masters Degree is an added advantage
- 8+ years' project co-ordination experience, preferably in financial services with an understanding of concepts such as agile development.

Interested Applicants who meet the job requirements should e-mail their CV's to jobs-zm@bancabc.co.zm. Only shortlisted candidates will be contacted. **Clearly state the job applied for in the subject field. Closing date: Friday 20th January, 2023.**