

# VACANCY



**Job Title: PROJECTS MANAGER**  
Reporting to: HEAD, INFORMATION TECHNOLOGY

## Job Summary

Co-ordinate & manage all projects of the bank and monitor their progress and completion to ensure they meet the expectations of the business in a timely manner within budget and scope in accordance Bank policies & regulatory guidelines.

Major Duties and Responsibilities	Minimum Education Qualification
<p>Coordinate internal resources and third parties/vendors for the flawless execution of projects.</p> <ul style="list-style-type: none"><li>• Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.</li><li>• Develop detailed plans to monitor and track project performance, specifically to analyze the successful completion of short and long-term goals.</li><li>• Manage changes to project scope, project schedule and project costs using appropriate verification techniques.</li><li>• Measure project performance using appropriate tools and techniques.</li><li>• Perform risk management to minimize project risks.</li><li>• Establish and manage relationships with clients and third parties/vendors.</li><li>• Create and maintain comprehensive project documentation.</li><li>• Manage budgetary objectives and make adjustments to project constraints based on financial analysis.</li></ul>	<ul style="list-style-type: none"><li>• Bachelor's Degree in a related Course preferably in the fields of ICT/ computer science</li><li>• Project Management Professional (PMP) / PRINCE II certification is an added advantage.</li><li>• Adept in Financial Technology</li></ul>
	Work Experience
	<ul style="list-style-type: none"><li>• Minimum of three years experience in project planning &amp; management.</li></ul>
	Key Required Skills
	<ul style="list-style-type: none"><li>• Proven working experience in project management</li><li>• Excellent client-facing and internal communication skills</li><li>• Excellent written and verbal communication skills</li><li>• Solid organizational skills including attention to detail and multitasking skills</li><li>• Strong working knowledge of Microsoft Office. Powerpoint</li><li>• Attention to detail</li></ul>

All interested candidates who meet the criteria indicated above are requested to send their applications, and updated Curriculum Vitae to the following email: [recruit@orient-bank.com](mailto:recruit@orient-bank.com)

**Deadline is Wednesday 24<sup>th</sup> March, 2021 at 5:00pm**

**Note:** Only shortlisted candidates will be contacted