



## Manager – Project Management

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#### Job Profile

- Manage the end to end project life cycle from solution conceptualization to operationalization
- Ensure the project is delivered within scope, on time, on budget and to the expectations of project sponsors and stakeholders
- Create and maintain detailed project schedules/plans including tasks, resources and percentage completion
- Lead and engage single or cross-functional project teams which are accountable for design, development and implementation of defined solutions
- Prepare all project documentation including business requirements document, legal agreements, project charter, project plans, progress reports, project budget, project risks register, change control documentation, traceability matrix, go live approval, project closure/handover documents and other documents to comply with the Bank's Business Solutions processes
- Work with the IT Security team regarding Bank's information security policy to ensure maintaining confidentiality and accuracy of Bank's financial data
- Evaluate & management of projects/emerging methods/industry best practices and lessons learned to develop most current and innovative Project Management practices/ standards
- Ensure all material generated for customers through IT applications are of the highest quality
- Maintain flexibility and recommend enhancements in order to provide improved products and services to customers

#### Special Skills

- Proficient computer skills in programs including but not limited to: MS Word, Excel, PowerPoint, Visio, Project, Internet, and e-mail programs
- Excellent analytical ability, leadership skills, ability to influence and negotiate and meeting facilitation skills
- Possesses high level of credibility with stakeholders and offers excellent customer service
- Good analytical / statistical skills

#### Experience & Qualifications

- 7 years of demonstrated work experience out of which 3 years at Deputy Manager level
- Minimum 3 years' project management experience in managing the entire Software development life cycle. Managing projects in the Banking, Financial Services or Fintech will be an added advantage
- Project Management Professional/ Certified Scrum master qualification
- Bachelor's degree in IT/Business related field or a full/part professional qualification in Banking/ Finance/IT

Please forward your updated CV to [careers@nationstrust.com](mailto:careers@nationstrust.com) specifying the vacancy which you are applying for on the subject line. Kindly note that only shortlisted candidates will be called for the interview

