

IMPORTANT NOTICE

Cavmont Bank Limited is a diversified financial institution with 16 outlets across the country that provides high quality products, services and financial solutions to the Retail and Corporate markets.

We are looking for outstanding Human Resource with extensive experience at Senior Leadership level in high profile and complex environments with exemplary levels of performance history, who are decisive and tenacious, with a track record of delivering growth; and who attract and create talented, high performing teams:

PROJECT MANAGER

PRIMARY PURPOSE OF THIS POSITION

To be responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals. The Project Manager applies professional principles, practices, and techniques to lead project teams and control project schedule, cost, and performance risks in accordance with the agile methodology to ensure satisfied customers. This role has ultimate responsibility for all assigned projects and manages customer satisfaction, definition, planning, monitoring, and others aspects of a project. This role is generally assigned critical, standardized projects. Magnitude: Run small to medium sized projects.

KEY PERFORMANCE AREAS (KPAS)

1. Plan the Projects

- Assist in the prioritization of epics in collaboration with senior management including the Platform Owner
- Create a list of prioritized projects (epics) and features for each Program Increment (PI)
- Determine the resources (time, money, equipment, etc) required to complete the project
- Review the list of prioritized projects (epics) and features for each Program Increment (PI) with IT Line management including the Platform Owner and all other staff that will be affected by the project activities
- Determine the objectives and measures upon which the project will be evaluated at its completion.

2. Implementing the Project

- Execute the project according to the PI.
- Set up files on PMO drive to ensure that all the project (epic) information is appropriately documented and secured
- Monitor the progress of the project (epic) and make adjustments as necessary to ensure the successful completion of the project (epic)
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the PI
- Review the quality of the work completed with the platform team on a regular basis to ensure that it meets the project standards

3. Control the Project

- Write reports on the project
- Monitor and get approval for all project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management at Project Steering Committees.
- Manage all project funding according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date

4. Governance and Control

- Write reports on the project
- Monitor and get approval for all project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management at Project Steering Committees.
- Manage all project funding according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date

5. Business Management

- Ensure that the features are delivered on time, within budget and at the required level of quality
- Evaluate the outcomes of the project (epic) as established during the planning phase
- Reporting constantly status of projects (epics)

6. General

- Must be willing to do any other reasonable and lawful instruction as given to the incumbent by his/her supervisor on time.

CORE COMPETENCIES:

- Leading & Supervising
- Relating & Networking
- Analysing
- Learning & Researching
- Formulating Strategies & concepts
- Planning & Organizing
- Delivering Results & Meeting customer Expectations

KNOWLEDGE & SKILLS AND EXPERIENCE REQUIRED THE JOB REQUIRES:

- Proficient in project management software (MS Project 2016)
- Knowledge of project management techniques and tools
- Knowledge of Agile (particularly Scrum and Kanban)
- Direct work experience in project management capacity
- Proven experience in Strategic Planning and Risk Management
- Proven experience in Change Management

QUALIFICATION

- Full Grade 12 Certificate
- Bachelor's Degree in, Business Administration, Project Management or Information Technology
- Knowledge of both theoretical and practical aspects of project management
- Minimum of 5 years' project management experience in the utilization of a structured project management methodology and a minimum 3 years supervising staff in a project management or business analysis role.
- PMP/PRINCE2/Scrum Master certification will be an added advantage
- Experience / exposure to banking / payment system business processes and or procedures will be an advantage

We welcome applications from suitably qualified candidates, which include a cover letter and comprehensive curriculum vitae, via email only, to hr@cavmont.com.zm no later than Friday 04th October, 2019.