



Job Description

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Job Title IT Project Manager	Job Location Dar es Salaam	Category IT & Network Administration
Job Type Full Time	Job level Manager	Industry Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 6 Years
Secondary Industry -	Primary Category IT & Network Administration: 6 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The IT Project Manager will oversee and coordinate all technology projects within the bank, ranging from large-scale initiatives to medium-sized, high-risk projects. This role involves managing various systems, products, and services with multiple dependencies, often incorporating new and emerging technologies. The IT Project Manager will ensure that projects meet business needs, adhere to quality standards, and are completed on time and within budget.

Responsibilities

Project Planning and Coordination:

- Plan, coordinate, and direct all aspects of technology projects, including scheduling, resourcing, risk assessment, and cost/benefit analysis. Establish milestones and final deliverables.

Budget and Schedule Management:

- Prepare, manage, and oversee project schedules and budgets. Develop and evaluate options for time management, resources, and cost assessments.

Progress Tracking and Reporting:

- Track and monitor project progress against the plan, ensuring that business requirements are met. Communicate project status and escalate concerns as needed.

Issue Resolution:

- Proactively resolve issues to minimize the impact on stakeholders. Prepare progress reports and ensure data clean-up and migration are completed accurately.

Vendor Liaison:

- Liaise with vendors and review legal documentation related to the project.

Steering Committee Participation:

- Participate in the IT Committee and Group IT forum to contribute to policy decisions.

Problem Solving / Complexity / Innovation:

- Manage and coordinate multiple projects across the bank.
- Analyze and address technical drawbacks to increase process efficiency.
- Understand various systems for different banking products and functions.
- Exhibit excellent analytical skills for data management and process re-engineering.
- Debate and discuss issues affecting the bank's initiatives, escalating to higher authorities if necessary.
- Identify optimal solutions across platforms.
- Utilize negotiation and interpersonal skills to gain buy-in for projects.
- Possess thorough knowledge of software development tools and their applications.

Decision Making / Authority:

- Negotiate and determine the effort required for simple to medium change requests.
- Recommend and monitor change solutions to incorporate newer standards.
- Review functional specifications and coordinate user requirements.
- Seek consensus with project sponsors on proposed solutions.
- Highlight project constraints, parameters, and deadlines.

Education & Qualifications

- Bachelor's degree in Information Science/Computer Science/IT/Software Engineering.
- PMP certification is an added advantage
- Broad knowledge of applications used by banks and industry trends.
- Good understanding of banking applications, system integration, and MIS requirements.

Requirements

- 6 years of experience
- Strong knowledge of project management and system applications.
- Proven ability to justify and manage changes, with strong analytical, presentation, and communication skills.
- Experience managing multiple projects across large divisions and understanding of banking products and regulations.
- Expertise in software development tools and business process applications.
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Characteristics

- Detail orientation, organizational and planning skills.
- Excellent communication and interpersonal skills.
- Strong problem-solving skills.

Driving Licence

Not Required

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