



# Job Description

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<b>Job Title</b> IT Project Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Banking, IT & Software

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Banking: 1 Years
<b>Secondary Industry</b> IT & Software: 3 Years	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The IT project manager is responsible for the successful execution of IT-related projects within the set requirements, timeframe, and budget. He/ she plans, organize, and integrate cross-functional information technology projects that are significant in scope and impact. Additionally, the PM is also responsible for coordinating and managing manage the lifecycle of all change activities/ initiatives within the bank's information systems and IT infrastructures.

## Responsibilities

- Developing project plans, goals, and budgets; identifying resources needed
- Developing schedules and methods for measuring results
- Guiding and performing strategic analysis for the project
- Organizing and managing all phases of the project to ensure on-time completion
- Assembling and coordinating project team members; assigning individual responsibilities
- Preparing requests for proposals and conducting all necessary meetings to facilitate selection of project services and products
- Planning and overseeing the preparation and dissemination of project communications.
- Managing resources for projects, such as computer equipment and employees
- Identifying potential risks and preparing mitigation strategies is another critical responsibility.
- Conducting risk assessments for projects
- Oversee project scope control, quality control, communication management, change control management, risk management and issue management.
- Escalates impediments, manages risk, helps ensure value delivery, and helps drive relentless improvement.
- Mange Increments /Releases.
- Participates in analysis of IT solutions by tracking the execution of features and capabilities using metrics and escalating and tracking impediments
- Facilitates project meetings.
- Accepts, categorizes and prioritizes change requests in line with business strategy and objectives.
- Coordinates activities of Change Advisory Board (CAB) and Emergency Change Advisory Board (ECAB).
- Act as secretariat for the CAB and ECAB (meeting scheduling, prior circulation of change requests and agenda to be considered, meeting invites and quorum formation).
- Ensure adequate user awareness on changes to systems, infrastructures and products.
- Ensure adequate tracking and monitoring of change items.
- Interface with the Configuration Manager for integration of configuration management database (CMDB) with change record/items.
- Ensure that changes are recorded and evaluated, and that authorized changes are prioritized, planned, tested, implemented,

- documented, reviewed and communicated in a controlled manner
- Ensure that all changes to configuration items (CIs) are recorded in the configuration management system
- Optimize overall business risk - it is often correct to minimize business risk but sometimes it is appropriate to knowingly accept a risk because of the potential benefit.
- Perform other functions as assigned by the Country Managing Director

## Education & Qualifications

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- Bachelor's degree in computer science or related field
- PMP or Project Management Certifications is a plus
- Any IT certification such as CISM, CISA, ITIL, COBIT 5 or similar is required
- Expert level in Microsoft Office Applications, including MS Excel & Project

## Requirements

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- Minimum of 3 years of IT project management experience
- Project management and leadership skills for managing projects and the teams involved with them
- Strong written and verbal communication skills to coordinate with team members and management and explain technical issues
- Analytical and problem-solving skills to handle any issues that occur during project completion
- Organisation and time management skills to keep projects on track and within budget
- Excellent resource planning and task scheduling skills
- Thorough knowledge of Project Management principles, concepts, and practices.
- Well-rounded understanding of technology, operations, and business processes

## Characteristics

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Required knowledge, skills and abilities

- Leadership capability
- Change Management
- Project management
- Financial management
- Risk management
- Commercial awareness
- Business consulting acumen and management
- Africa Technology expertise application

Competences

- Deciding and initiating action
- Persuading and influencing
- Leading and supervising
- Creating and innovating
- Relating and networking
- Formulating strategies and concepts
- Applying expertise and technology
- Entrepreneurial and commercial thinking

## Reporting To

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Chief Information Officer - CIO

## Driving Licence

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Not Required

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