



JOB TITLE: Portfolio Manager - IT & Digital Transformation Projects

Job Reporting To: Head Of Project Management

Job Summary

To ensure successful delivery of IT and Digital Transformation projects in line with the approved baseline and strategy

Key responsibilities:

- Translate the digital transformation strategy into relevant projects and programs.
- Establish and effectively motivate for the requisite resources necessary for successful implementation of portfolio projects and programs.
- Contribute to formulation and review of the digital transformation strategy.
- Review and improve projects/programs business cases to ensure they are aligned to the digital transformation strategy.
- Coach and mentor project and program managers under the portfolio
- Define, leverage and manage synergies and dependencies between the various IT and Digital Transformation Projects/Programs
- Ensure compliance to the organizational project management framework in execution of portfolio projects and programs.
- Maintain the knowledge base for the portfolio.
- Develop and maintain templates, checklists and other project artefacts that support effective implementation of portfolio projects/programs.
- Direct and motivate the portfolio team.
- Effectively communicate portfolio expectations to team members and stakeholders in a timely and clear manner.
- Liaise with portfolio stakeholders on an on-going basis.
- Set and continually manage expectations with team members and other stakeholders.

- Manage portfolio risks, issues, dependencies and assumptions by ensuring proper recording,
- assignment, ownership and timely escalation to the appropriate level of management where necessary.
- Communicate progress to relevant stakeholders in a clear and timely manner.
- Monitor progress against plan and institute corrective measures in the event of any deviations.
- Manage changes to the portfolio baseline in line with the stipulated change control process and best practice.
- Effectively manage performance of third-party vendors and contractors
- Oversee successful transition of portfolio projects/programs into operations.
- Leverage the benefits management framework to facilitate realization of envisaged benefits from the portfolio projects and programs.
- Drive adoption of portfolio deliverables through effective change management

Experience, Knowledge and Skills Requirements.

- Bachelor's degree in (Science, Technology, Engineering or Math) or in Business Administration or any other related field. MBA would be an added advantage.
- PMP Certification or any other equivalent certification
- A minimum of 5 years' experience in project/program/portfolio management
- Advanced understanding of banking operations and information systems
- At least 5 years working experience in the financial services industry.
- Strong background in Agile Project Management
- Technical skills specifically in Business Process Management, Business Analysis and Change Management
- Previous experience in managing a large portfolio of projects/program in a matrix project environment.
- Flexible during times of change.
- Persuasive, encouraging, and motivating.
- Strong communication skills & interpersonal skills.
- Must be able to learn, understand, and apply new technologies.
- Customer service skills.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Tenacious.

Deadline 17th March 2024

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