



JOB TITLE: Senior Project Manager (1 Position(s))

Job Location : Head Office

Job Purpose:

To manage the Bank's designated strategic projects and programs throughout their lifecycle. Ensure they are delivered within specified timelines, budget, scope, and acceptance criteria to attain intended outcomes and outputs. Adhere to best practice, internal Governance, applicable regulations and supervise the work of project managers and project officers.

Main Responsibilities:

- Serve diligently as chairperson of project/program working committees and secretary of project/program steering committees.
- Manage kick-off workshops with the objective of determining project objectives, scope, approach, organization, controls, and governance framework.
- Develop project plans with a comprehensive list of all envisaged activities, milestones, deliverables, and their corresponding ownership.
- Manage the definition and approval of business requirements and the business case.
- Estimate resources, budget and participants required to achieve the project goals and motivate for their allocations.
- Establish relevant governance and communication structures for all designated projects and programs.
- Manage project risks, issues, dependencies, and assumptions by ensuring clear ownership of risk events and timely escalation to appropriate level of management where necessary.
- Communicate progress to all relevant stakeholders, monitor progress against the project plan and institute corrective measures in the event of any deviations.
- Manage changes to project scope, budget, timelines, and acceptance criteria in line with the agreed process.
- Facilitate development of the testing strategy and plans.
- Organize relevant testing resources e.g., testing environment, facilities etc.

- Oversee the execution of test strategy and plans which shall include system integration tests, security tests, user acceptance tests and obtain sign offs of testing results.
- Facilitate a project closure workshop and ensure lessons learned are identified and used to improve future practices.
- Develop and agree with relevant stakeholders on an appropriate project benefits management framework and subsequently oversee a smooth handover of the framework to the designated benefits manager.
- Ensure an effective maintenance and support model is established and handed over to those responsible for its operation.
- Produce the project closure reports and secure approvals from relevant executives.
- Provide leadership and direction, mentoring, coaching, training, motivation and performance management over designated project managers and officers.
- Guide the designated project managers and officers in adhering with provisions of the bank's established project governance framework, management methodology, best practice, internal Governance, and applicable regulations.

Knowledge and Skills:

- Understanding of banking processes, systems, and processes
- Business process re-engineering skills.
- Business analysis skills.
- Interpersonal and customer service skills.
- A proven self-starter with ability to work under high pressure environment.
- Planning, organization, and multitasking skills.
- Report writing and presentation skills.
- People management skills.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

Qualifications and Experience:

- Degree in Information and Communication Technologies (ICT), Business Administration, Project Management, or related field.
- PMP Certification and other recognized project management and business analysis methodologies e.g., AgilePM; PGMP; PRINCE2; CBAP, etc.
- Sound project management, business analysis background and practical application in a busy large corporate setting with at least 5 years' experience in management of significant projects and programs.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.

Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 26-Mar-2024

Job closing date : 05-Apr-2024

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