



# Prime Bank

P U T T I N G   Y O U   F I R S T



WE ARE  
**HIRING**

IT PROJECTS OFFICER

SCROLL FOR DETAILS 



## THE POSITION

Reporting to the Projects Manager, the Projects Officer will be involved in key projects within the Bank providing essential support to the project manager and other team members to achieve project success.

The role will oversee all aspects of projects and will responsible for coordination and completion of projects on time within budget and scope.

## KEY RESPONSIBILITIES

- Understanding business needs and requirement gathering for the project.
- Involved in Ensuring projects are initiated, planned, managed, and governed in a consistent, transparent, and disciplined manner.
- Coordination of internal resources and third party/ vendors
- Ensuring Projects Operate within time Frames and Scope
- Monitoring and Tracking Progress
- Creating and managing comprehensive Project documentation
- Analyzing/ testing deliverables.
- Reporting Project status.
- Identifying problems or risk
- Delivering appropriate and effective communication to stakeholders
- Ensuring successful closure of project
- Training and handover of the completed project to the respective Team.

## SKILLS

- Thorough familiarity with word processing, spreadsheet, and project scheduling applications.
- Ability to work effectively as a team member and independently.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short and long-term deadlines.
- Excellent written and verbal communication skills
- Excellent critical and creative thinking and analytical skills
- Good understanding of Software development practices, programming languages and various programming tools.

## QUALIFICATIONS

- Degree in Computer Science, Information Technology
- Master's Degree in IT / Project Management will be an added advantage
- Project Management Certifications (PMP, PRINCE etc.) will be an added advantage
- Exposure or certification in Oracle, SQL SERVER, UNIX

**\*\* Minimum 2 Years working experience is a must.**