



Job Title : Manager, Project Management & Coordination

OVERALL PURPOSE:

- ◆ To ensure the IT App& Data in-house projects are completed within timeline and have proper documentation and follow the business/bank requirement.

RESPONSIBILITIES:

- ◆ Work with stakeholders to define project scope, objectives, timelines, budget, and resource requirements, and creating a detailed project plan that outlines the project approach, deliverables, and milestones.
- ◆ Lead project teams to execute the project plan, including coordinating work across multiple teams, managing project risks and issues, and ensuring that project deliverables are completed on time and to the required quality standards.
- ◆ Monitor project progress, tracking project budget and resource usage, and identifying and addressing any deviations from the project plan.
- ◆ Build and maintain relationships with stakeholders, including project sponsors, business owners, IT teams, and vendors, to ensure that project goals are aligned with business objectives and that stakeholder expectations are managed effectively.
- ◆ Manage changes to project scope, timelines, or budget, including assessing the impact of changes, communicating changes to stakeholders, and updating the project plan accordingly.
- ◆ Providing regular project status updates to stakeholders, including progress reports, risks and issues, and budget and resource usage, and ensuring that project documentation is up-to-date and accessible to all stakeholders.
- ◆ Providing administrative support as needed.
- ◆ Other task assigned by Chief of Technology Officer.

OTHERS:

- ◆ Daily and Monthly Report,
- ◆ Other support need assigned by management

REQUIREMENTS:

- ◆ Bachelor or master degree graduated in computer science.
- ◆ Good knowledge in technical related skills such as software development, project management, communication, etc.
- ◆ 4 years experiences in the field of Banking/Business application support, maintenance, and development as well as team coordination, etc.
- ◆ Ability to work independently and as part of a team.
- ◆ Honesty, reliability, and a commitment to strict confidentiality.
- ◆ Goode leadership skills.
- ◆ Understanding of software development life cycle.
- ◆ Thorough understanding of project management fundamentals.
- ◆ Good planning and time management skills.
- ◆ Good organizational and technical skills.

Contact Info:

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