Project Manager

FinCorp — Forward Finance

Purpose

The Project Manager is a senior role within the Project Management Office team. The role has the following core functions:

1. To successfully deliver projects (or multiple concurrent projects) that fully meets the business benefits within an agreed timeframe
2. Manage assigned projects on behalf of the Steering Committee/Project Owner within the constraints laid down for the project.
3. Manage all projects according to the standards as defined by the Project Management Office and Project Framework

Role Dimensions

- Reports to: Head of Design & Development – PMO (HoDD-PMO)
- Department: Design & Development - PMO
- Job Level: M1
- Location: Head Office, Port Moresby
- Direct Reports: TBC

Person Specifications

- A degree qualification in relevant discipline, with Project Management Certification/Accreditation
- 5 – 7 progressive years (minimum) working in a project environment
- Advanced project management skills including prioritisation, scheduling, budgeting, financial management and documentation
- Strong analytical and problem-solving skills to manage shifting priorities, demands and timelines.
- Experienced in Agile, Waterfall and Bi-Modal project management practices, methodologies and tools
- Sound knowledge of Software Development Life Cycle
- Financial Services Experience
- Exposure to Finance compliance & regulations
- System implementation experience

Core Competencies

- Professional with strong integrity and highly motivated.
- Excellent planning, organisation, and problem-solving.
- High level consultation and influencing and an ability to work across a range of stakeholders at various levels of authority.
- Interacts well even when under pressure
- Accuracy and attention to detail.
- Quality decision making and initiative.
- Proactive as well as Process & Result-Oriented.
- Customer-Service Oriented.
- Excellent Interpersonal skills and interpersonal sensitivity.
- Ability to deal with ambiguity, have a "can do" work ethic and strong initiative.
- Analytical thinking and the ability to question data and provide reports.
- Familiar with current operating environment and future changes or developments that may impact business.
- Understanding of PNG environment or ability to adapt and apply learnings.

Leadership Competencies

- Lad by example and to motivate and encourage staff to achieve targets whilst remaining empathetic and professional.
- Priority setting and delegation as appropriate.
- Lead and influence others, including those that are not direct reports, managing upwards as necessary.

• Ability to build strong relationships and communicate effectively with internal and external stakeholders Excellent conceptual skills and an orientation towards action and implementation – strategic as well as a pragmatic view. • Excellent written and oral communication skills including the ability to collate information and write & present concise reports to senior level staff including Management and the Board (and/or sub-committees).	

Role Specific Areas of Responsibility

Project Management	• Clearly define and seek agreement for project objectives, plans, costs and performance measures to ensure that work is carried out in a timely and effective manner.
	• Actively engage with all stakeholders during the course of a project and communicate effectively on projects' progress and deliverables.
	• Work with service areas to ensure they are well received by the recipients of the change and that the project is successfully delivered and identified benefits realised.
	• Accurately analyse financial and other resource requirements necessary for project work, working within budgetary constraints and making appropriate adjustments and recommendations to see project through to successful conclusion.
	• Negotiate and communicate with relevant service area stakeholders to ensure that the necessary people resources/skills are available to meet project timescales and resource requirements.
	• Act as key advisor to project steering committee, resolving issues and recommending corrective action, risks are identified, mitigated and managed, whilst ensuring compliance with agreed decision-making processes and project governance arrangements.
	• Management and timely update of project documentation, including actions lists and minutes.
	• Prepare Request for Proposal (RFP) to tender and manage process through to successful completion, ensuring optimal value is achieved in compliance with company policies and processes.
	• Work with selected partner to define implementation project plan, factoring in customisations required on selected products and services.
	• Create a functional & technical requirements document of the product, articulating must-haves and nice to have.
	• Project manage the implementation of the selected platform.
Business Efficiency & Effectiveness	• Contribute towards the development of an in-house IT project management and governance framework.
	• Help support and create a strong internal team to ensure the success of the recommended new systems.
	• Assess target market product and service requirements to obtain an understanding of the product and service needs of the target market as well as core ICT functionality required to host such.
	• Assess the quantum of resource requirements, including potential platforms, required to reach the target market with suitable products and services to obtain an indicative understanding of the options and associated costs to reach the target market.
Administration & People Management	• Demonstrate management effectiveness that inspires confidence and promotes teamwork, respect and & professional mentoring of employees.
	• Ensure all company H.R. policies and procedures are adhered to.
	• Provide day-to-day support to staff organisation-wide to ensure the organisation operates efficiently.
	• Lead, coach and motivate staff to build organisational capability, to inspire, and to support excellent business outcomes.