

JOB TITLE: PROJECT MANAGER

JOB OBJECTIVE:

Ensure value for money spent through cost oversight, project conception, development and implementation to contribute towards the achievement of the bank's strategic goal.

PROFESSIONAL COMPETENCIES:

Core

- Project Planning & Control
- Project Integration
- Business Presentation Skills
- Communication
- Scope Definition & Management
- Project Time & Cost Management
- Business Process Design & Re-engineering
- Change Management
- Reporting
- Project Quality Management
- Negotiation
- Contract Management
- Resource Management
- Vendor Selection & Management
- Stakeholder Management

Non-Core

- Business Consulting
- Inspection
- Research Orientation
- Benchmarking & Survey Administration
- Knowledge of Banking Operations
- Interviewing
- Knowledge of Relevant Regulations

LEADERSHIP COMPETENCIES:

- Coaching & Developing Others
- Business Acumen
- Leading Teams
- Customer Focus
- Empowerment/Delegation
- Facilitating Change
- Planning & Organising

BEHAVIOURAL COMPETENCIES:

- Analytical Ability
- Decision Quality & Problem Solving
- Interpersonal Relations
- Influence
- Initiative

The behavioural competencies of the job includes the ability to:

- Meet new people with ease and motivate them to seek opportunities and achieve high standards.
- Encourage people to communicate effectively and, through example and expertise, create participative attitudes.
- Lead, encourage, develop and support others in order for them to attain their objectives.
- Develop trust and be willing to build relationships and coach and assist others.
- Apply a systematic and logical approach in order to achieve accurate results.
- Gather facts and figures, monitor one's own performance and that of others, and achieve goals in a timely and precise manner.

- Set clear objectives, monitor progress, take corrective action and control performance levels.
- Focus on results and willingly tackle problems or conflict which threatens their successful achievement.
- Be alert to changing situations, show flexibility in approach, adaptability in difficult circumstances and continuously strive to achieve meaningful results.

The Job Profile suggests that the person occupying this position should have drive to achieve results in a friendly manner but at the same time maintain quality and standards. The incumbent should have the ability to absorb and impart factual information to others and work within standard operating procedures.

Ideally the person fulfilling the role will have specialist/technical skills and will work within an area of knowledge and expertise. Communication, the need to enjoy challenging situations and a systematic and perfectionist approach to problems is integral to the function.

The ideal person for this position will be positive, participative, self-confident, friendly, self-starting, competitive, inquisitive, imaginative, factual, consistent and somewhat conventional and self-disciplined. Activity, mobility, flexibility, variety and pace are also likely to be important aspects within the function. The incumbent may prove to be a cautious decision maker due to the need for perfection and getting things right.